

**MINUTES**  
**OF**  
**PUTNAM COUNTY COMMISSION**  
**AUGUST 16, 2021**

**Prepared by:**

**Wayne Nabors  
Putnam County Clerk  
121 S Dixie Avenue  
Cookeville, TN 38501**

**STATE OF TENNESSEE**

**COUNTY OF PUTNAM**

**BE IT REMEMBERED:** that on August 16, 2021 there was a regular meeting of the Putnam County Board of Commissioners.

There were present and presiding, the Chairman Mike Atwood, and the County Clerk, Wayne Nabors.

Major Jim Eldridge of the Putnam County Sheriff's Department called the meeting to order.

Pastor Mark Gaw of the Washington Avenue Baptist Church led the Invocation.

Commissioner Cathy Reel led the Pledge to the Flag of the United States of America.

The Chairman asked the Commissioners to signify their presence at the meeting and the following were present:

**PRESENT:**

Jonathan A D Williams  
Sam Sandlin  
Jim Martin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Cindy Adams  
Terry Randolph  
Chris Cassetty  
Adam Johnson

A J Donadio  
Grover Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Cathy Reel  
Mike Atwood

**ABSENT:**

Kevin Christopher  
Jerry Roberson  
Kathy Dunn

The Clerk announced that twenty-one (21) were present and three (3) absent. Therefore, the Clerk declared a quorum.

**MOTION RE: APPROVE THE AGENDA**

Commissioner Jordan Iwanyszyn moved and Commissioner A J Donadio seconded the motion to approve the Agenda of the August 16, 2021 Meeting of the Putnam County Board of Commissioners.

(SEE ATTACHED)

# **PUTNAM COUNTY BOARD OF COMMISSIONERS**

## **MEETING WILL BE HELD AT THE COURTHOUSE**

**Regular Monthly Session  
Monday, August 16, 2021**

**Presiding: Honorable Mike Atwood  
Commission Chairman**

- 1. Call to Order - Sheriff Eddie Farris**
- 2. Invocation** *District 12*
- 3. Pledge to the Flag of the United States of America** *District 12*
- 4. Roll Call - County Clerk Wayne Nabors**
- 5. Approval of the Agenda**
- 6. Approval of the Minutes of Previous Meeting**
- 7. Unfinished Business and Action Thereon by the Board**
  - A. Report of Standing Committees**
    1. Planning Committee
    2. Fiscal Review Committee
    3. Nominating Committee
  - B. Report of Special Committees**
  - C. Other Unfinished Business**
- 8. New Business and Action Thereon by the Board**
  - A. Report of Standing Committees**
    - 1. Planning Committee**
      - a. Recommends approval of the changes to the County Personnel Policy.
      - b. Recommends approval of the resolution supporting the expansion of the TN Central Rail Trail.
    - 2. Fiscal Review Committee**
      - a. Recommends approval of budget amendments to the County General Fund.
      - b. Hear from the Putnam County Schools Director, Corby King, regarding the Student Services building at Cookeville High School.
    - 3. Nominating Committee**

**B. Report of Special Committees**

**C. Resolutions**

**D. Election of Notaries**

**E. Other New Business**

**9. Announcements and Statements**

**10. Adjourn**

The Chairman asked for discussion on the motion to approve the Agenda of the August 16, 2021 Meeting of the Putnam County Board of Commissioners. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: APPROVE MINUTES OF THE PREVIOUS MEETING**

Commissioner Chris Cassetty moved and Commissioner Kim Bradford seconded the motion to approve the Minutes of the July 26, 2021 Meeting.

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion to approve the Minutes of the July 26, 2021 Meeting. The motion carried.

**UNFINISHED BUSINESS AND ACTION THEREON BY THE BOARD**

**REPORT OF STANDING COMMITTEES:**

**PLANNING COMMITTEE:** No unfinished business.

**FISCAL REVIEW COMMITTEE:** No unfinished business.

**NOMINATING COMMITTEE:** No unfinished business.

**REPORT OF SPECIAL COMMITTEES:** None

**OTHER UNFINISHED BUSINESS:** None

**NEW BUSINESS AND ACTION THEREON BY THE BOARD**

**REPORT OF STANDING COMMITTEES**

**PLANNING COMMITTEE:**

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE CHANGES TO THE COUNTY PERSONNEL POLICY**

Commissioner Adam Johnson moved and Commissioner Kim Bradford seconded the motion to approve the changes to the County Personnel Policy.

(SEE ATTACHED)



## **Countywide Personnel Policy**

### **1. Employment-At-Will**

These personnel policies have been prepared to provide you with general guidelines of the Putnam County's policies, rules and current employee benefits. They are not a contract, promise or guarantee, and the policies, procedures and benefits described are subject to change, addition or deletion by Putnam County at any time. Changes will be communicated to you, and your continued employment signifies acceptance of such changes. From time to time, supervisors may be trained. Employees may also be required to attend training as determined to be necessary by management.

No policy, benefit or procedure contained herein creates an employment contract for any period of time. All employees are and will be considered employees-at-will of Putnam County. Employees' employment may be terminated for failure to satisfactorily perform their duties or simply at the will of Putnam County. These policies do not create or confer any contractual rights.

- A. All new employees with the County shall undergo a one hundred eighty (180) day probationary period from the date that person is hired. During the probationary period, the employee shall accrue one vacation day and one sick day per month, but will not be permitted to take those days until their probationary period is over. At that time, the earned days will be retro. During the probationary period, the employee's employment may be terminated for failure to satisfactorily perform their duties or simply at the will of Putnam County.
- B. Employees that have been absent from their job without approved leave for a period of three (3) consecutive work days without notifying their supervisor may be considered to have abandoned their position and may be dismissed. Supervisors should make a reasonable attempt to contact the employee during the three-day period to ascertain the circumstances related to the absence and, if successful, should request the employee to return to work immediately, unless the employee qualifies for a leave of absence and was unable to request a leave of absence. Depending upon the circumstances, the employee may still be subject to appropriate disciplinary action. If contact is not made, the employee should be deemed to have resigned without notice and his/her employment should be terminated accordingly.
- C. Appointments to the County should be conducted through a selection process that recruits the candidates believed to be the best qualified for the respective vacancy. Appointments will be made according to perceived merit and fitness. Vacancies should be advertised on the County's website and should provide relevant information about the position including job title; a statement that starting salary will be based on experience and the County Pay Scale; position description; qualifications; as well as where and how to apply, the closing date or notice that applications should remain open until the position is filled.

- D. Incorporated in the foregoing policy are attachments that deal with specific departments within the County and are intended to be specific exceptions to the foregoing Countywide Personnel Policy. Also attached are Addendums that address specific issues.

## 2. Personnel Files

An individual personnel file will be maintained on each employee. It is the responsibility of each employee to provide accurate information to the County. Employees are also responsible for promptly reporting to the County any change in the information which they have previously provided. Knowingly providing false or erroneous information may subject the employee to disciplinary action up to and including dismissal.

## 3. Fair Labor Standards Act (FLSA)

Regular full-time employees will be paid compensation at a rate designed to cover all hours worked up to forty (40) during each workweek. The workweek will begin at 12:00 a.m. on Monday and end at 11:59 p.m. on Sunday.

Fair Labor Standards Act: Supervisors are responsible for ensuring proper record-keeping and compliance with the Fair Labor Standards Act.

## 4. Overtime/Compensatory Time

- A. Overtime/Compensatory Time - All non-exempt employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours worked over 40 during a workweek. No overtime or compensatory time will be earned until the employee has worked on the job over 40 hours during the workweek. All overtime should be approved in advance by the appropriate supervisor. Overtime worked but not authorized will still be paid, but the employee may be disciplined.
- B. Overtime Rate - Hourly rate employees who work overtime will receive overtime pay at a rate of time and one-half their regular rate of pay. For salaried, non-exempt employees, the weekly salary paid to the employee shall be computed by totaling the employee's annual salary and any longevity paid to the employee the previous year and dividing that sum by 52 weeks. That weekly salary will be converted into an hourly rate which will then be multiplied by one and one-half to determine the overtime rate of pay. The overtime rate for both hourly and salaried employees applies only to those hours worked over 40 during a workweek. For salaried exempt employees, no additional compensation will be paid for hours worked over 40. For hourly rate employees, the overtime rate will apply only to hours actually worked over 40 in a workweek and the hourly rate will apply to hours worked under 40 in a workweek.
- C. Selection of Compensatory Time - Non-exempt employees who are required to work in excess of 40 hours in a workweek may receive compensatory time off in lieu of overtime subject to employer discretion. Such compensatory time shall be earned at a rate of one and one-half hours for each hour worked over 40 hours during a workweek. An employee cannot accrue more than 240 hours of compensatory time. Any employee who has accumulated 240 hours of compensatory time shall be paid for any additional overtime that is worked.

For employees in departments that provide comp time leave, employees may accrue up to ten (10) days of comp time in a 12-month period that may be carried over from year to year. Any remaining accrued comp time may be converted to sick time.



5. Records

Each employee shall sign a timecard or a schedule showing the number of hours worked by that particular employee during the workweek. The timecard and/or schedule shall show the exact hours worked during the day and shall show sick leave, holiday leave, and vacation time taken. Employees must accurately report their hours worked. No time is worked "off the clock" by non-exempt employees.

6. Holidays

- A. Observed Holidays - The following holidays will be declared official holidays, and employees will be excused from work without charge to leave and be paid in keeping with their employment status:

New Year's Day	January 1
Martin Luther King Jr.'s Day	3 <sup>rd</sup> Monday in January
Presidents Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Friday after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Eve *	December 24 (See below)
Christmas Day *	December 25(See below)
Veteran's Day	November 11
Good Friday	Friday before Easter
Election Day**	See Below

\*Christmas Holidays.

\*\*Election Day/Columbus Day.

Depending on Christmas day, County Employees will receive the following days off:

Saturday or Sunday	Friday preceding Christmas and the Monday after Christmas
Monday	Monday (Christmas Day) and the Tuesday after Christmas
Tuesday, Wednesday or Thursday	Christmas Eve, Christmas Day, and the day after Christmas as a travel day
Friday	Christmas Eve and Christmas Day

With regard to paragraph 6A entitled "Observed Holidays", Election Day will be a recognized holiday for County offices. Election Day will simply be recognized as a County holiday, pursuant to Tenn. Code Ann. § 15-1-101. Election Day is a recognized holiday that may be taken by County offices in the State of Tennessee pursuant to personnel policies enacted by that office. This will encompass the following Election Days: County Primary, County General, National/State Election Day. Columbus Day will not be recognized as a County holiday.

- B. Special Pay Provisions - Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the regular rate of pay for any hours actually worked. The employee may elect to receive compensatory time, in lieu of overtime,

which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

## 7. Sick Leave Policy

A. Earning and Accumulating Sick Days - Sick leave shall be considered a benefit and privilege and not a right or wages. Full-time employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12 days per year). There is no maximum of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of separation, any unused sick leave shall be forfeited. If an employee is in a paid status for one-half of the month or more, he or she will be credited with one day of sick leave for the month. Otherwise, the employee will not accrue any time for the month.

### B. General Sick Leave Rules and Procedures

1. Use of Sick Leave - An employee may use sick leave allowance for absence due to his or her own illness or injury. Sick leave may be used for appointments with a licensed doctor, dentist or recognized health care practitioners. When appropriate, a partial sick day may be used rather than a full one. Employees who become ill during their vacation may request that their vacation be temporarily terminated and the time changed to sick leave. No employee may give or loan sick leave time to another employee.
2. Documentation of Sick Leave – Employees are required to notify his/her department head as early as possible on the first day of their sick leave absence. An employee who claims sick leave may, at the discretion of the department head, be required to furnish a certificate from a physician stating that the employee has been incapacitated from work for the periods of absence, and that the employee is again physically able to perform his or her duties.
3. Exhaustion of Sick Leave - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days of absence/leave needed due to illness or injury. For any additional time needed, the employee will be considered on a leave without pay status unless the employee has accumulated vacation time or compensatory time available. The employee may request that additional sick leave be credited against their remaining vacation or compensatory time.

### C. Tennessee Consolidated Retirement

1. A qualified County employee, in good standing, may choose to apply accrued sick leave towards retirement, pursuant to the rules and regulations of the Tennessee Consolidated Retirement System, or he/she may select the lump sum payment option (hereinafter referred to as “payment option”) as stated below.
2. “Qualified Employee” is defined as a County employee, in good standing, eligible for retirement pursuant to the rules and regulations of the Tennessee Consolidated Retirement System.
3. If the qualified employee chooses the payment option, the employee shall be compensated for each sick day accrued at the rate of FIFTY (\$50.00) DOLLARS per day.

4. Under the payment option, a qualified employee shall be paid for accrued sick days in an amount not to exceed the maximum number of days accrued for years of service as outlined below:

Ten Years of Service	30 Days
Twenty Years of Service	60 Days
Thirty Years of Service	90 Days

5. It shall be the responsibility of the head of each department within the County to report to the County Mayor on a quarterly basis the amount of accrued sick leave for employees in their respective departments.
6. It shall further be the responsibility of the head of each department within the County to submit with his/her annual budget financial information so that the County may allocate sufficient funds to compensate employees who choose the payment option.

8. Vacation Time

- A. Qualification for Vacation Time - Full-time employees (those who regularly work 30 hours or more per week) shall earn up to twelve days (12 days) of paid vacation per year accruing at the rate of one day per every month of service within that calendar year, with the exception of probationary employees as stated in Section 1A. Full-time employees (those who regularly work at least 30 hours per week) who have been Full-time employees of the County for fifteen (15) or more years shall earn up to eighteen days (18 days) of paid vacation per year accruing at the rate of one day and a half per every month of service within that calendar year. Employees shall be given credit for vacation time as of the date of their employment. For probationary employees, this time shall not accrue until after satisfactory completion of the one hundred eighty (180) day period mentioned in Paragraph 1A. During the probationary period, the employee shall accrue vacation leave but is not to take that time until after their probationary period. If the employee remains employed by the County after the aforementioned probationary period, the employee may take their sick leave and vacation leave pursuant to the foregoing policy. Part-time employees do not qualify for vacation leave.

Employees may be permitted to borrow non-accrued vacation time; however, employees may only borrow the number of vacation days which would accrue in that current fiscal year. Should an employee leave employment with the County or be separated after borrowing non-accrued vacation days, all such non-accrued vacation days borrowed shall be deducted from the employee's final paycheck, as the advanced vacation not earned shall be deemed a loan and wage advance. Employee consent to such deductions is a term and condition of borrowing non-accrued vacation.

- B. Accumulation of Vacation Time - Employees may accrue up to ten (10) days of vacation time within a twelve (12) month period. Any remaining accrued vacation time may be converted to sick leave.
- C. Use of Vacation Time - Vacation leave may be used only at times approved in advance by the employee's immediate supervisor. Vacation requests will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the immediate supervisor's decision if this will create a hardship upon the department. If it is determined that it is not possible for both employees to be on vacation at the same time, it will be up to the discretion of the immediate supervisor as to whose request will be honored. No employee may

give or loan vacation time to another employee. Employees may take no more than 10 days of vacation at any one time.

- D. Termination of Employment – Except as provided in section #21 Termination Pay, upon the termination of an employee's employment, he or she shall be entitled to payment for any unused vacation time which has accrued as of the date of termination. Payment shall be made based upon the daily rate of compensation the employment receives as of the time of termination.

#### 9. Longevity Policy

All current Full-time employees upon completion of five (5) years of service shall be eligible for longevity pay. Eligible employees shall receive \$100.00 per year of service. Said amount will be paid by County in one annual check.

To be eligible for longevity pay, an employee must have continuous employment with the County. "Continuous employment" means no breaks in the time of employment with the County that exceed 90 calendar days in duration. It is permissible for an employee to work for more than one department; however, to be eligible for this benefit, the employment with the County must be continuous. An employee's years of service shall be verified by the County before this benefit is given. The County shall have absolute discretion in determining whether an employee's service to the County is continuous. Longevity pay will begin at an eligible employee's completion of five (5) years of service. This benefit shall have a ceiling of thirty (30) years after which an eligible employee can receive no more longevity pay than the equivalent of thirty (30) years of service. Years of service shall be calculated based on the number of years of service as of November 15<sup>th</sup> each year. The employee must be in a paid status with the county as of November 15<sup>th</sup>.

-The County Mayor's office shall continue to distribute checks for longevity one time per year in November. Longevity pay is distributed by direct deposit on November 15th each year.

-Elected and Appointed County officials are not eligible for longevity pay.

-If an employee quits or is separated, the employee shall not be entitled to longevity pay.

#### 10. Bereavement Leave Policy

In the case of a death in the employee's immediate family, the employee will be provided up to three (3) working days' paid leave in the sole discretion of the employee's department head. Any other leave regarding bereavement shall be left to the sole discretion of the employee's supervisor. Immediate family shall be defined as spouse, parent, children, brothers or sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, grandparents, grandchildren, stepchildren of the employee and legal guardians or dependents.

#### 11. Voting Leave Policy

Any person registered to vote in an election in this state may be absent from work to vote while the election polls are open for a reasonable period of time to be determined by the employee's supervisor. The County may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime calculation purposes.

## 12. Jury and Court Duty Policy

Putnam County encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- A. Upon receiving a summons to report for jury duty, the employee shall on the next day she/he is working, show the summons to his or her supervisor.
- B. The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.
- C. The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as a witness.
- D. The employee may retain all compensation or fees received for serving as a juror or as a witness.
- E. If the employee is relieved from jury duty during working hours after serving less than three (3) hours in a day, the employee must report back to work. If the employee is relieved from being a witness during working hours, the employee will report back to work.
- F. The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions, the employee must use available vacation leave, compensatory time or leave without pay.

## 13. Family and Medical Leave Policy

### General Information:

#### A. Eligibility Requirements

Employees are eligible for FMLA leave if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles of the worksite.

#### B. Amount of Leave

The amount of FMLA leave available to an employee is determined by examining the amount of FMLA leave taken in the preceding twelve (12) month period, measured backward from the date an employee uses any FMLA leave. This is referred to as the “rolling period” method of calculation.

#### C. Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

D. Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave (measured to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or childbirth.
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

E. Notice

Employees who provide at least three (3) months' advance notice to their department head of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

Employees who are prevented from providing at least three (3) months' advance notice because of a medical emergency which necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

F. Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

G. Substitution of Paid Leave for Unpaid Leave

In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. Putnam County requires that FMLA eligible employees use any paid personal vacation time first, sick leave time, or other forms of paid time off which employees have accrued at the same time that they use FMLA leave until their paid time off has been fully used. The paid leave and FMLA leave will run at the same time and count toward the 12-weeks of FMLA leave. Once paid time off has been exhausted, any remaining FMLA leave would be

unpaid. Paid sick time can only be substituted if your FMLA leave request is due to your own serious medical condition, not to care for a family member.

#### H. Employee Responsibilities

Employees must provide at least 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### I. Job Restoration

An employee eligible for family and medical leave - with the exception of those employees designated as "key employees" - will usually be restored to his or her position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The County cannot guarantee in all cases that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the County.

#### J. Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### K. Other Provisions

1. Leave will be without pay, except that employees may use accrued personal vacation days as under the County's FMLA policy, if they so choose. Such leave shall not affect the employee's right to receive personal vacation time, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.
2. If an employee's job position is so unique that the County cannot, after reasonable efforts, fill that position temporarily, then the County need not reinstate the employee at the end of such leave period.
3. Whenever the County determines that an employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily, or because the

employee has used such leave to pursue employment opportunities or to work for another employer, the County will notify the employee.

4. No holiday pay will be paid to a person on parental leave or any other personal leave of absence.

L. Return from Leave

An employee must complete a notice of their intention to return from Family or Medical Leave before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return.

M. Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a Family or Medical Leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's department head. This written request should be made as soon as the employee realizes that she or he will not be able to return by the expiration of the FMLA leave period.

14. Parental Leave Policy (applicable to mothers and fathers)

- A. Employees who have been employed by the County for at least twelve (12) consecutive months as full-time employees may be absent for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant. With regard to adoption, the four (4) month period shall begin at the time an employee receives custody of the child. Any time off under this policy will also count toward an employee's use of FMLA leave (if the employee qualifies for FMLA leave), and such leaves shall run concurrently to the extent possible.
- B. Leave will be without pay, except that employees may use accrued personal vacation days as under the County's FMLA policy, if they so choose. Such leave shall not affect the employee's right to receive personal vacation time, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position.
- C. The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if the County learns that the employee has utilized the period of leave to actively pursue other employment opportunities, or if the County learns that the employee has worked for another employer during the period of leave, then the County will not reinstate the employee at the end of such leave.
- D. Whenever the County determines that an employee will not be reinstated at the end of such leave because the employee's position cannot be filled temporarily, or because the employee has used such leave to pursue employment opportunities or to work for another employer, the County will notify the employee.
- E. No holiday pay will be paid to a person on maternity leave or any other personal leave of absence.



- F. It is the employee's obligation to notify his/her department head in writing of his/her intent to return to work following the use of parental leave.

Inquiries regarding leaves under the Tennessee Parental Leave Act may be directed to the Human Resources Officer in the Office of the County Mayor.

#### 15. Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or
2. a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition”.

#### **Additional Information from the U.S. Department of Labor**

The following additional information regarding the FMLA is being provided as required by the U.S. Department of Labor’s regulations.

##### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period to eligible employees for the following reasons:

- (1) For incapacity due to pregnancy, prenatal medical care or childbirth.
- (2) To care for the employee’s child after birth, or placement for adoption or foster care;

- (3) To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- (4) For a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness\*, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## **Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee.

## **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- (1) Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- (2) Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

16. **Paid Sick Leave**  
(until 3/31/21 if approved by the County Commission, and until 9/30/21 or another date if so extended by Congress)

**Eligibility**

All current full- and part-time employees scheduled but unable to work (or telework) due to one of the following reasons for leave:

- (1) The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to either number 1 or 2 above.
- (5) The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age, or
- 18 or older and incapable of self-care because of a mental or physical disability.

“Individual” means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: (a) be subject to a federal, state or local quarantine or isolation order as described above; or (b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

Furloughed employees are not eligible as there is no work available from which to take leave.

**Amount of Paid Sick Leave**

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

## **Increments and Intermittent Use of Leave**

When working from home, employees may take emergency paid sick leave intermittently and in any increment agreed to with their manager. Managers and employees are expected to be flexible in scheduling wherever possible.

For those not teleworking and currently working onsite, an employee may only take intermittent leave for reason 5 above, to care for his or her child when the school or place of care is closed, or the caregiver is unavailable due to COVID-19-related reasons. Per the regulations, as all other reasons for emergency paid sick leave could potentially expose an employee or others in the workplace to the virus, employees must either use the full amount of paid sick leave or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.

## **Rate of Pay**

Emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

## **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

## **Procedure for Requesting Emergency Paid Sick Leave**

Employees must notify their manager or the department head of the need and specific reason for leave under this policy. A form will be provided to all employees on the company intranet and/or in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Documentation supporting the need for leave must be included with the leave request form, such as:

1. A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
2. Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
3. The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
4. The name and age of the child or children being cared for; the name of the school, place of care, or childcare provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
  - a. For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

### **Carryover**

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020, unless the law creating such leave is extended. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

### **Job Protections**

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact your department head or County HR with any questions.

16. Paid Expanded Family Leave (until 12/31/20, if not extended by law)

### **Employee Eligibility**

All current employees who have been employed with the Company for at least 30 days and are actively scheduled for work are eligible for leave under this policy.

Employees laid off or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, are eligible for leave upon reinstatement if they had previously been employed with the Company for 30 or more of the 60 calendar days prior to their layoff or termination.

### **Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their child when a school or place of care has been closed, or when the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

"Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- A center-based childcare provider.
- A group home childcare provider.
- A family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence).
- Other licensed provider of childcare services for compensation.
- A childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece or nephew of such provider, at the direction of the parent.

"School" means an elementary or secondary school.

## **Duration of Leave**

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

## **Increments & Intermittent Use of Leave**

Employees may take expanded FMLA leave intermittently and in any increment agreed to with their manager. Managers and employees are expected to be flexible in scheduling wherever possible.

## **Pay During Leave**

Leave will be unpaid for the first 10 days of leave; however, employees may use accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

1. If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
2. If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

## **Employee Status and Benefits During Leave**

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the County HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

## **Procedure for Requesting Leave**

All employees requesting FMLA leave must provide written notice of the need for leave to their manager or department head as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided.

Notice of the need for leave must include:

1. The name and age of the child or children being care for.
2. The name of the school, place of care, or childcare provider that closed or became unavailable due to COVID-19 reasons.
3. A statement representing that no other suitable person is available to care for the child or children during the period of requested leave. For children over the age of 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

### **Employee Status After Leave**

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

Please contact your department head or County HR with any questions.

#### **17. In-Line-of-Duty Injury Leave Policy (Workers' Compensation)**

Any employee sustaining an injury or an industrial illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Tennessee Workers' Compensation Law shall be entitled to receive in-line-of-duty injury leave. This leave shall not be counted against any accrued sick leave which the employee has accumulated. Any benefits to which an employee is entitled will be determined in accordance with the provisions of the Tennessee Workers' Compensation Law.

If an employee is otherwise eligible for FMLA leave, absences or leave in connection with a work-related injury or illness shall be deemed to be FMLA leave, which will run concurrently.

#### **18. Administrative Leave with Pay Policy**

Absence with pay for administrative purposes may be granted by the department head, elected official or County Mayor. Such leave must be for a good cause as determined by the County official. This leave shall not exceed five (5) working days per year unless exceptional circumstances exist.

#### **19. Leave Without Pay Policy**

Any employee, at the discretion of the department head, elected official or County Mayor, may be granted leave without pay for sufficient reason as determined by the County official. During the period of absence, the employee will not accrue vacation, sick leave, or other benefits. Leave without pay shall not extend for a period in excess of one year.

If an employee is arrested and placed on leave without pay for a period of time following the arrest, the employee will be entitled to restoration of back pay if the charges are dropped or the employee is found not guilty of the charges. An employee is not entitled to back pay if the employee is arrested and placed on administrative leave and pleads guilty to the charges or enters into a plea agreement on the charges, or if the employee separates from employment voluntarily before the charges are dropped or before the employee is found not guilty, or if the employee is administratively terminated for a reason other than the arrest.



20. Military Leave of Absence Policy

- A. Full-time employees who are members of any military reserve component will be granted paid military training leave for such time as they are in military service on field training or active duty for periods not to exceed twenty (20) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed forces orders.
- B. Full-time employees who are members of a military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional twenty (20) days of paid military leave if the additional military training:
  - 1. Occurs during the same calendar year; and
  - 2. Fulfills the employee's military training obligation for the next calendar year.
- C. During such time that the employee is on military training leave, the employee will receive the benefits to which he or she would otherwise be entitled.
- D. An unpaid military leave of absence will be granted to employees, except temporary employees who were hired under the condition that their employment would be limited for a specific, brief and non-recurrent project or period of time, to attend scheduled drills or training or if called to active duty with the U.S. armed services or State National Guard. The employee must provide to their immediate supervisor a copy of the military orders to verify the type and duration of the leave of absence.
- E. All military leaves of absence will be in accordance with rights of employees pursuant to the Uniformed Services Employment and Reemployment Rights Act and applicable state law. Employees returning from a period of service in the uniformed services must notify their department head of their intent to be reemployed as follows:

If the employee's military service was less than 31 days, within 7 days following the employee's completion of such service; if the employee's military service was between 31 and 180 days, within 14 days following the employee's completion of such service; and if the employee's military service was for 181 days or more, within 90 days following the employee's completion of such service.

21. Termination Pay

An employee whose employment is being terminated, either voluntarily or involuntarily shall be paid for all regular earnings which are due and accrued plus all overtime and compensatory leave time. The rate of pay for such compensatory time shall be the employee's current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is greater.

If an employee is separated due to gross misconduct or possible commission of a crime, accrued unused vacation time will not be paid.

An employee will not be compensated for any unused sick leave days.

In the event of death of an employee, the amount owing hereunder to the employee shall be paid to the employee's estate, a designated beneficiary, or to the surviving spouse as may be required by law.

If an employee of the Putnam County Emergency Medical Services leaves his/her employment with the Putnam County EMS, that individual will be compensated for accrued paid time off, for up to three (3) of their scheduled weekly shifts in the future if they have sufficient PTO days, paid at their normal hourly rate. If any PTO remains, the balance of PTO will be paid at the same rate as if requesting pay for PTO.

## 22. Part-Time Employees

A part-time employee designation will be used for those employees whose regular assigned work schedule includes less than thirty (30) hours per week. The benefits set forth in this Countywide Personnel Policy are intended to apply only to regular full-time employees. These rules and regulations are not intended to and do not establish paid leave of any kind for part-time employees.

## 23. Non-Discrimination Statement

As an equal opportunity employer, employment decisions will be based upon consideration of the qualifications of all employees or applicants for employment. Discrimination based upon an applicant's or employee's race, color, creed, age, sex/gender, religion, national origin, sexual orientation, gender identity, genetic information, disability or military veteran status is prohibited.

## 24. Sexual Harassment Policy

Putnam County is opposed to and prohibits, without qualification, sexual harassment of its employees in the workplace. All other forms of harassment (on the basis of an employee's race, color, creed, age, sex/gender, religion, national origin, sexual orientation, gender identity, genetic information or disability) are also prohibited. The purpose of this policy is to assure that all employees will enjoy a work environment free from intimidation, hostility, or offensive behavior by supervisors, co-workers, or visitors.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and all other unwelcome verbal or physical conduct of a sexual nature, especially where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited sexual harassment include, but are not limited to, offensive or unwelcome physical contact, lewd or sexually suggestive comments, texts, emails, tweets, or other forms of social media, sexual propositions, sexually-oriented teasing or kidding, jokes of a sexual nature, or any display of sexually explicit pictures, photos, cartoons, books, magazines, greeting cards, or other objects.

All employees must respect the rights of their co-workers and shall refrain from any behavior or conduct toward any other employee that could be interpreted as sexual harassment.

All County officers are responsible for the effective administration of this policy. Should any officer or supervisor be advised or learn of a violation of this policy, he/she should immediately report the matter to their immediate supervisor or County Mayor or other County officer, who will arrange for a prompt and thorough investigation.

### Reporting Procedure

Any employee who believes that he/she has been subjected to sexual harassment should immediately notify the County official or department head under whose direction the employee works. If the employee's department head is involved in the harassment, the employee should notify a County official or the County Attorney. If an employee prefers to discuss the circumstances with someone else, he/she is invited to contact the County Attorney. All complaints will be kept confidential to the extent reasonably possible and no retaliation will be taken or permitted to be taken against any employee for filing a good faith complaint or for assisting in the investigation of such a complaint.

Violations of this policy will not be tolerated and will result in prompt corrective action. If the County official determines that another employee did harass a County employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment and possible loss of accrued leave benefits, as

deemed appropriate. If the individual who harassed the employee is not employed by the County, the County will take corrective action to the extent possible. However, if after investigating a complaint of harassment, the County official determines that the complaint was not made in good faith or that an employee has knowingly provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

25. Equal Employment Opportunity Policy

It is the policy of Putnam County that all persons shall have equal employment opportunities regardless of race, color, creed, age, sex/gender, religion, national origin, sexual orientation, gender identity, genetic information, disability or military veteran status. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other phase of employment is prohibited. Harassment of employees in any form and for any reason is prohibited.

The personnel policies of this County shall be administered in such manner as to comply fully with the Civil Rights Act of 1964 as amended and other applicable federal and state laws as set forth in this policy.

Reporting Procedure

Any employee who believes that he/she has been subjected to discrimination in violation of this policy should immediately notify the County official or department head under whose direction the employee works. If the employee's department head is involved in the alleged discrimination, the employee should notify a County official or the County Attorney. If an employee prefers to discuss the circumstances with someone else, he/she is invited to contact the County Attorney. All complaints will be kept confidential to the extent reasonably possible and no retaliation will be taken or permitted to be taken against any employee for filing a good faith complaint or for assisting in the investigation of such a complaint.

26. Notification of Arrest or Filing of Criminal Information

Employees must notify their appropriate department head or elected official if they have been arrested within 72 hours of said arrest (or if a criminal "information" has been filed against them) so that a determination may be made whether the charged offense would constitute an impediment to their job performance or a conflict of interest concerning their employment with Putnam County. All such determinations must be made upon the advice of the County Attorney, including any actions taken to suspend or terminate the employee. Failure to provide this notification may lead to disciplinary action, up to and including dismissal.

27. Drug-free Workplace Policy

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is specifically prohibited in Putnam County's workplace. Any employee violating this standard shall be subject to discipline, up to and including discharge. As a condition of employment with Putnam County, all employees will agree to notify the County of any criminal drug statute conviction for a violation occurring on or off County property no later than five (5) days after such conviction.

The hiring process includes a new hire processing appointment and a pre-employment physical exam for safety sensitive positions that includes drug and alcohol screening. Hiring decisions for safety sensitive positions are contingent upon satisfactory results of a physical examination, including a drug and alcohol use and misuse screening.

In furtherance of this Policy, Putnam County has adopted the following:

## **SUBSTANCE ABUSE POLICY**

Putnam County has a strong commitment to providing its employees with a safe and drug-free working environment. The presence of drugs or alcohol in the workplace and the influence of these substances on employees during working hours are inconsistent with the County's operations. While the County has no intention of intruding into the private lives of its present or potential employees, it expects all employees to report to work in a condition to perform their duties in a safe and productive manner.

Employees are expected and required to report to work with no illegal or non-prescribed drugs in their bodies and may not be under the influence of alcohol. Compliance with this requirement is considered an essential job qualification for all job assignments. Any employee who reports to work under the influence of intoxicants or controlled substances, or who possesses or consumes intoxicants or controlled substances on County premises, is subject to disciplinary action, including suspension, dismissal, or other appropriate action.

The sale, manufacture, possession, distribution or use of illegal drugs or controlled substances, including but not limited to marijuana, cocaine, PCP, narcotics, amphetamines or barbiturates, while on County property or job sites, or while on County business is strictly forbidden and is a dischargeable offense. In addition, employees who are involved with illegal drugs or controlled substances while on their own time will be subject to disciplinary action up to and including discharge, if the County determines that such conduct violates policy or might have an adverse effect on the County. In addition, any illegal substances found on County property may be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

### **Prescription Drugs**

Because of the need to provide a safe workplace, employees working in safety-sensitive positions who are prescribed drugs or medications that may reasonably be expected to negatively affect or impair their physical or mental capacities to safely or effectively perform their job must inform their department head of such drugs or medications, including, but not limited to muscle relaxers, tranquilizers, narcotics, sedatives, mind-altering or mood-altering drugs or medications. This includes medications which are accompanied with warnings regarding the use or operation of machinery, tools, equipment or motor vehicles while using such medications. An employee may continue to work, even though under the influence of a legal drug, if the County has determined, after consulting with a medical professional, that the employee will not pose a threat to his or her own safety, or the safety of co-workers or the public, and that the employee's job performance will not be materially affected by the legal drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action as determined by the County. Failure to report prescription drug/medication usage as required by this section may result in disciplinary action.

### **28. COBRA**

Employees of Putnam County that are covered by the employee health plan and/or their dependents have certain legal rights to choose continuation of coverage. These rights apply if you or your dependents lose coverage due to a reduction in hours of work, termination of employment for reasons other than gross misconduct, and for other events which might otherwise cause a loss of coverage. Certain other qualifying events may enable your dependents to continue their coverage. It is essential that you keep the County's personnel department informed of changes in dependents' status, including divorce, etc. For insurance coverage purposes, it is important for you to notify the County of any changes in your marital status or in the number of dependents in your family. Failure to do so can jeopardize your spouse's and/or dependents' ability to receive health insurance coverage. Employees and covered individuals should consult the health care plan administrator.

### **29. No-Spouse & No-Dating Rule**

Putnam County prides itself on the professional relationship between its employees. To maintain this friendly but professional atmosphere, and to avoid potential complications that can arise when people close to each other in their

private lives work together, Putnam County has adopted a no-spouse and no-dating rule. Pursuant to this rule, employees in the same department/office of Putnam County are not allowed to date, have a romantic relationship or marry one another. In the event employees in the same department/office wish to date one another, one of the parties must abandon his/her employment with Putnam County. Dating of an employee by another employee in the same department/office is strictly prohibited and may result in disciplinary action up to dismissal of either or both persons involved. Romantic or sexual relationships between employees in the same department/office of Putnam County are also deemed inappropriate and prohibited.

### 30. Amendment of Policies

It is the responsibility of all employees to carry out and comply with the policies contained in this manual. These policies, rules and regulations are subject to periodic review and change by Putnam County, at the County's discretion. Employees are encouraged to check with the County to see if any changes have occurred to these policies. Further, Putnam County will send out notice of changes to the County-Wide Personnel Policy via email to its employees.

**Acknowledgment of Receipt of Personnel Policies**

As indicated by my signature below, I hereby acknowledge receipt of a copy of Putnam County's Personnel Policies manual and all attachments thereto.

I further acknowledge that:

- (1) I will read the handbook and I will address any questions which I may have to my supervisor or department head.
- (2) I understand that my employment is at-will and will be subject to the policies and provisions contained in this handbook along with any subsequent changes or amendments thereto.
- (3) I understand and acknowledge that this handbook does not constitute an employment contract or agreement as to employment terms, nor does it create or confer any contractual rights.

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Employee's Signature

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Date

### **COMPENSATORY TIME AGREEMENT**

In accordance with the Fair Labor Standards Act, Putnam County has a policy of granting some employees compensatory time off in lieu of compensation for time worked in excess of 40 hours in a workweek (or other permissible schedules for law enforcement, firefighters, and certain other employees). A copy of this policy is on file in the office of the County Clerk. I understand that compensatory time may be granted at a time and one-half rate for all time worked in excess of 40 hours (or other permissible work schedule) in a workweek. I further understand that accrued compensatory time may be used in accordance with County policy and the applicable laws, rules and regulations of the U. S. Department of Labor. I voluntarily and knowingly agree to accept compensatory time off in lieu of cash compensation for overtime work and to the use of accrued compensatory time off in accordance with the County's policy and the laws, rules and regulations of the U. S. Department of Labor.

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Employee's Signature

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Date

## **ADDENDUM #1**

### **E-mail Policy**

1. Employees and officials of Putnam County do not have a right or privacy in any electronic mail (E-mail) that travels over the Putnam County's electronic mail system (with the exception of those transmissions that are required to be and remain confidential).
2. E-mails that travel over Putnam County's system are subject to being examined by officials of Putnam County and/or their designees.
3. Correspondence of Putnam County Employees and officials in the form of E-mail could possibly be considered a public record under the public records law and may be subject to public inspection.
4. All Putnam County employees and Officials are required to have an E-mail address.



## **ADDENDUM #2**

### **Travel Policy**

Putnam County has adopted in adheres to the same travel policy and regulations as promulgated by the State of Tennessee for its employees and officials. For a complete copy of the regulations as promulgated by the state of Tennessee, please visit:

[https://www.tn.gov/content/dam/tn/finance/documents/fa\\_policies/policy8.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf)

## **ADDENDUM #3**

### **ABUSIVE CONDUCT PREVENTION POLICY**

#### **Statement of Commitment, Values, and Purpose**

Putnam County is firmly committed to a workplace free from abusive conduct as defined herein. We strive to provide high quality products and services in an atmosphere of respect, collaboration, openness, safety and equality. All employees have the right to be treated with dignity and respect. All complaints of negative and inappropriate workplace behaviors will be taken seriously and followed through to resolution. Employees who file complaints will not suffer negative consequences for reporting others for inappropriate behavior.

This policy applies to all full-time and part-time employees of Putnam County including interns. It does not apply to independent contractors, but other contract employees are included. This policy applies to any sponsored program, event or activity including, but not limited to, sponsored recreation programs and activities, and the performance by officers and employees of their employment related duties. The policy includes electronic communications by any employee.

#### **Definition of Abusive Conduct**

- Abusive conduct includes acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that an employee was subject to an abusive work environment, which can include but is not limited to
- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in the workplace; or
- The sabotage or undermining of an employee's work performance in the workplace.

A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

Abusive conduct does **not** include

- Disciplinary procedures in accordance with adopted policies of Putnam County
- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on work-related concerns
- The non-abusive exercise of managerial prerogative

#### **Employer Responsibility**

Supervisors and others in positions of authority have a particular responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors will:

- provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- provide good examples by treating all with courtesy and respect;
- ensure that all employees have access to and are aware of the abusive conduct prevention policy and explain the procedures to be followed if a complaint of inappropriate behavior at work is made;
- be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates;
- respond promptly, sensitively and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

### **Employee Responsibility (including witnesses)**

Employees shall treat all other employees with dignity and respect. No employee shall engage in threatening, violent, intimidating or other abusive conduct or behaviors. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

Employees should co-operate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

### **Retaliation**

Retaliation is a violation of this policy. Retaliation is any act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or individuals exercising rights under this policy.

### **Training for Supervisors and Employees**

All supervisors and employees are encouraged to undergo training on abusive conduct prevention conduct as directed by Putnam County. Training should identify factors that contribute to a respectful workplace, familiarize participants with responsibilities under this policy, and provide steps to address an abusive conduct incident.

### **Complaint Process Reporting**

**Employees:** Any employee who feels he or she has been subjected to abusive conduct is encouraged to report the matter orally or in writing to a supervisor including his or her supervisor, manager, appointing authority, elected official, or to the Human Resources office. Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the representatives identified above.

Any employee seeking to file a complaint should ensure the complaint consists of precise details of each incident of abusive conduct including dates, times, locations and any witnesses. Formal complaints should be documented in writing, but are not required to be in writing.

**Witnesses:** An employee who witnesses or is made aware of behavior that may satisfy the definition of abusive conduct (as defined herein) should report any and all incidents as set forth herein.

**Supervisors:** Supervisors must timely report known incidents involving workplace abuse, intimidation, or violence to the [HR, appointing authority or investigator]. Supervisors and appointing authorities are required to take reasonable steps to protect the complainant, including, but not limited to, separation of employees involved.

The person complained against will be notified that an allegation has been made against him or her and informed of the investigative procedure.

### **Investigation**

Investigations of abusive conduct shall be conducted as soon as practicable and in accordance with the policies and practices of Putnam County. The objective of the investigation is to ascertain whether the behaviors complained of occurred, and therefore will include interviewing the complainant, accused, and witnesses with direct knowledge of the alleged behaviors. All interviews will be appropriately documented. The investigation will be conducted thoroughly, objectively, with sensitivity, and with due respect for all parties. The investigator will provide a copy of the investigative report to the appointing authority for further action. All affected parties will be informed of the investigation's outcome.

### **Corrective Action**

In the event of a finding of abusive conduct, the employer will take immediate and appropriate corrective action. Remedies may be determined by weighing the severity and frequency of the incidences of abusive conduct and in accordance with existing disciplinary policies of Putnam County.

Any employee who engages in conduct that violates this policy or who encourages such conduct by others will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, and disciplinary action up to and including termination, or changes in job duties or location.

Supervisory personnel who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, or disciplinary action up to and including termination, or changes in job duties or location.

While Putnam County encourages all employees to raise any concern(s) under this policy and procedure, Putnam County recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Individuals falsely accusing another of violations of this policy will be disciplined in accordance with the disciplinary policy of Putnam County.

Any employees exhibiting continuing emotional or physical effects from the incident in question should be informed of established employee assistance programs or other available resources.

When abusive conduct has been confirmed, the employer will continue to keep the situation under review and may take additional corrective actions if necessary. Preventative measures may also be taken to reduce the reoccurrence of similar behavior or action.

### **Confidentiality**

To the extent permitted by law, Putnam County will maintain the confidentiality of each party involved in an abusive conduct investigation, complaint or charge, provided it does not interfere with the ability to investigate the allegations or to take corrective action. However, state law may prevent the employer from maintaining confidentiality of public records. Therefore, Putnam County cannot guarantee confidentiality.

## **ADDENDUM #4**

### **Workplace Violence Policy**

Putnam County is firmly committed to the safety and well-being of its employees and visitors. To this end, Putnam County seeks to provide and maintain a safe, healthy and secure work environment that is free from workplace violence. In addition, employees are expected to maintain a high level of productivity and efficiency.

All employees not exempted above are expected to report to work and to perform their duties in a safe and productive manner without violence or threats of violence toward any other individual. Violence, threats, or intimidation toward any other individual will not be tolerated.

### **Definitions**

*Workplace violence* is any physical assault or threatening behavior in the workplace or outside the workplace directed towards another County employee. This includes, but is not necessarily limited to, any act or threat of aggression, whether physical, oral or written, which reasonably results in fear of bodily harm; causes or is capable of causing death or bodily injury; threatens the safety of a co-worker, visitor, client or member of the general public; or damages property.

Workplace violence can include, but is not limited to physical actions (including but not limited to hitting, pushing, shoving, kicking, touching and assault); certain verbal actions (including but not limited to threats, harassment, abuse and intimidation); certain nonverbal actions (including but not limited to threatening gestures and intimidation); certain written communications (including but not limited to threatening notes, e-mail and social media postings); and other actions (including but not limited to arson, sabotage, vandalism and stalking).

A *workplace* includes any location, either permanent or temporary, where an employee performs any work-related duty. This could include, but not be limited to buildings and surrounding perimeters.

*Reasonable Suspicion* is a degree of knowledge sufficient to induce an ordinarily prudent and cautious person to believe that the circumstances being presented are more likely to be true than not. Reasonable suspicion must be based on an articulable, specific and objective basis and may include direct observation and/or information received from a source believed to be reliable.

### **Prohibited Conduct**

Putnam County strictly prohibits engaging in workplace violence, threats of workplace violence, or intimidation; refusing to cooperate in an investigation into allegations or suspicion that workplace violence or threats of workplace violence have or are likely to occur.

### **Reporting**

Any employee who witnesses or is subject to an incident of workplace violence, threats of workplace violence or suspicious behavior, must immediately report such conduct to the appropriate supervisor, Human Resources office, or general counsel and, if appropriate, to law enforcement.

If possible, and in the absence of emergency, an incident report form detailing the incident should be completed and forwarded to the Human Resources office as soon as practicable. The alleged acts of violence will be reviewed by Human

Resources and an appropriate manager, who will determine whether the action warrants investigation and the means of the investigation, if any.

If an investigation results, the investigative report will be forwarded to the appointing authority or designee for review and appropriate action. Parties to the incident will be informed of the findings, if appropriate.

### **Violations of this Policy**

Any employee who engages in conduct that violates this policy or who encourages such conduct by others will be subject to appropriate corrective or disciplinary action, up to and including termination of employment.

Supervisory personnel who fail to take appropriate action upon learning of such conduct will be subject to corrective action or disciplinary action, up to and including termination of employment.

### **Retaliation**

Putnam County strictly prohibits and will not tolerate any form of retaliation directed against an employee who reports incidents of threats, workplace violence, or intimidating conduct. Any employee giving information about a violation or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment, discriminated against or discharged because of such complaint.

### **Miscellaneous**

Questions regarding this policy should be directed to the County's Human Resources office or the County Attorney.

## **ADDENDUM #5**

### **Social Media Policy**

Social media is a term that encompasses the various activities that integrate technology, social interaction, and content creation. It includes, but is not limited to, social networking, the use of websites that allow users to share content, interact, and develop communities around similar interests. Social networking can serve as a means to improve interactivity, both between a County agency and the public and among County employees. Therefore, County agencies and departments are increasingly using social media to enhance communication strategies. By openly sharing knowledge and best practices within the agency, with and from other County agencies, and with and from the public, employees can provide more effective solutions and efficiencies to enhance excellence in the business of government.

This policy is intended to provide guidelines to ensure that social media tools are used properly, whether by an agency or an employee, in an appropriate way that maximizes transparency, maintains the security of the network, and is in keeping with state policies and procedures. The suggestions provided in these guidelines are designed to protect state employees and ensure consistency across agencies when incorporating social media into their mission.

#### **Agency use of social media**

All use of social networking sites by County agencies should be consistent with all applicable state and federal laws, regulations, and policies. This includes the agency and statewide acceptable use policies and any applicable records retention and disposition schedules or policies, as well as open records law, the Hatch Act, laws and policies in place which address conflict of interest, and other relevant and controlling law. All usage should be governed by these policies, as well as the guidelines in this document. This document does not supersede or replace existing legal responsibilities currently in effect, and it will not interfere with any applicable federal or state law.

Agency use of social media in the hiring process for screening purposes should be conducted in a consistent manner and in compliance with applicable federal and state laws.

#### **Personal use of social media**

Employees should keep professional and personal lives distinct in maintaining social networking accounts on the employee's own personal time. These accounts, while an appropriate forum for the employee to share personal opinions, are not a forum for the employee to present individual opinion as an official agency view. Certain unlawful misconduct, even on a personal account, may render the employee subject to discipline, up to and including termination.

## **ADDENDUM #6**

### **Pay Scales Policy**

The Countywide Pay Scales Policy is a standalone policy and not part of the foregoing Countywide Personnel Policy.

## MEMORANDUM

**TO: Randy Porter**  
**FROM: Jeff Jones**  
**RE: PUTNAM COUNTY PERSONNEL POLICY**  
**ISSUE: SUGGESTED CHANGES TO PERSONNEL POLICY**

Randy,

You requested a list of the suggested changes that we need to make based on updates in the law. Those changes to the county-wide personnel policy are as follows:

There is an Addendum to the policy which provides the following as to a County travel policy:

### Travel Policy

Putnam County has adopted and adheres to the same travel policy and regulations as promulgated by the State of Tennessee for its employees and officials. For a complete copy of the regulations as promulgated by the state of Tennessee, please visit:

[https://www.tn.gov/content/dam/tn/finance/documents/fa\\_policies/policy8.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf)

The Putnam County policy then goes on in ADDENDUM #6 to restate verbatim the State Department of Finance Travel Regulations, but not a current version.

The current version of the state Department of Finance Travel Regulations can be found at:

<https://www.tn.gov/finance/rd-doa/fa-travel/fa-travel-regulations>

We would suggest just deleting all of the portion of ADDENDUM #6 that recites the outdated state Department of Finance Travel Regulations and if the County is going to follow the State regs regarding travel, just include the link to the state regs. I forwarded the updated State travel regulations to Angie.

Following are some other items that we have noted:

- a) Under "2. Personnel Files"

Change the last sentence of that section to the following:

*Providing false information is a Class E felony under Tenn. Code Ann. § 39-16-504, and knowingly providing false or erroneous*



*information may subject the employee to disciplinary action up to and including dismissal.*

b) Under "5. Records"

Suggest adding the following:

*Employees must ensure that their actual hours worked and leave time taken are recorded accurately. Falsifying these records is a crime under Tenn. Code Ann. § 39-16-504.*

c) Under "13. Parental Leave" - Subsection C.1:

Add "sick leave" to the list of things of an employee's employment cannot be affected by a parental leave, as "sick leave" is one of the items listed in the statute, Tenn. Code Ann. § 4-21-408.

d) Under "12. Jury and Court Duty Policy" - Subsection C:

Add the following to the end of that section:

*..., and traveling to and from court.*

Tenn. Code Ann. § 22-4-106 provides that the employer is to compensate the employee for the time traveling to and from jury duty or for serving as a witness.

e) Page 14: Military Leave of Absence Policy - Subsection A:

Change this section to comport with changes in the law.

Various grammatical, punctuation and formatting changes have been made. Following are substantive changes which have been made:

1. Under "5. Records", the following is added:

*Employees must accurately report their hours worked. No time is worked "off the clock" by non-exempt employees.*

2. Under "6. Holidays", Tenn. Code Ann. § 15-1-101, the Tennessee statute that recognizes Election Day as a holiday for county offices, is specifically referenced. Also, pursuant to the federal declaration, Juneteenth (June 19<sup>th</sup>) has been added to the list of "observed holidays" for the county.

3. Under “8. Vacation Time”, first paragraph in Section A., the definition of full-time employees is changed from “those who regularly work more than 30 hours per week” to “those who regularly work at least 30 hours per week”.
4. Under “8. Vacation Time”, second paragraph in Section A., the phrase “Should an employee leave employment with the County or be terminated” is changed to “Should an employee leave employment with the County or be separated”.
5. Under “8. Vacation Time”, second paragraph in Section A, the term “wage advance” is added so that the policy provision reads “Should an employee leave employment with the County or be separated after borrowing non-accrued vacation days, all such non-accrued vacation days borrowed shall be deducted from the employee's final paycheck, as the advanced vacation not earned shall be deemed a loan and wage advance.”
6. Under “9. Longevity Pay”, the last sentence “If an employee quits or is terminated, the employee shall not be entitled to longevity pay.” is changed to “ an employee quits or is separated, the employee shall not be entitled to longevity pay.”
7. Under “12. Jury and Court Duty Policy”, numbered paragraph “E.”, a clarification is added to confirm that the less than three hours service of jury duty is “three (3) hours in a day”.
8. Under “14. Family and Medical Leave”, Section E., the distance requirement of 75 miles for FMLA applicability is clarified to be within “75 miles of the worksite”
9. Under “14. Family and Medical Leave”, Section I, it is clarified that employees must provide “at least” 30 days notice of need for FMLA leave.
10. Under “14. Family and Medical Leave”, Section J regarding “Job Restoration”, it is clarified that a person will not necessarily be restored to their previous position, etc., but rather “will usually be restored”.
11. Under “14. Family and Medical Leave”, Section J regarding “Job Restoration”, it is clarified that the County does not guarantee job restoration “in all cases”.
12. Under “14. Family and Medical Leave”, Section L regarding “Failure to Return from Leave”, The requirement that the employee make written request for extension of leave is changed from the requirement that the employee make the written request when the employee realizes the inability to return to work by the time of “extension” of the FMLA leave period, but rather must do so as soon as the employee realizes the inability to return to work by the time of “expiration” of the FMLA leave period.’
13. Under the section addressing Paid Sick Leave, it is clarified that the eligibility for that paid sick leave is effective “(until 3/31/21 if approved by the County Commission, and until 9/30/21 or another date if so extended by Congress)”

14. Under "17. In-Line-of-Duty Injury Leave Policy (Workers' Compensation)", the following provision is added:

If an employee is otherwise eligible for FMLA leave, absences or leave in connection with a work-related injury or illness shall be deemed to be FMLA leave, which will run concurrently.
15. Under "20. Military Leave of Absence Policy", Subsection E., the phrase "and applicable state law" is added to the end of the provision "All military leaves of absence will be in accordance with rights of employees pursuant to the Uniformed Services Employment and Reemployment Rights Act"
16. Under "21. Termination Pay", the policy provision is reworded to clarify that "If an employee is separated due to gross misconduct or possible commission of a crime, accrued unused vacation time will not be paid."
17. Under "21. Termination Pay" the inclusion of "all accrued vacation time" for other than EMS employees is removed (since it is repetitive to other types of earnings listed in that paragraph to be paid).
18. Under "21. Termination Pay", for EMS employees, the following provision is added:

..., for up to three (3) of their scheduled weekly shifts in the future if they have sufficient PTO days, paid at their normal hourly rate. If any PTO remains, the balance of PTO will be paid at the same rate as if requesting pay for PTO.
19. Under "22. Part-Time Employees", the definition of part time employees is changed from "those employees whose regular assigned work schedule includes no more than thirty (30) hours per week" to "those employees whose regular assigned work schedule includes less than thirty (30) hours per week.
20. The "25. Equal Employment Opportunity Policy" has been streamlined and all references to various applicable laws and an explanation of each has been removed, so that it now only states as follows:

It is the policy of Putnam County that all persons shall have equal employment opportunities regardless of race, color, creed, age, sex/gender, religion, national origin, sexual orientation, gender identity, genetic information, disability or military veteran status. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other phase of employment is prohibited. Harassment of employees in any form and for any reason is prohibited.

The personnel policies of this County shall be administered in such manner as to comply fully with the Civil Rights Act of 1964 as amended and other applicable federal and state laws as set forth in this policy.

#### Reporting Procedure

Any employee who believes that he/she has been subjected to discrimination in violation of this policy should immediately notify the County official or department head under whose direction the employee works. If the employee's department head is involved in the alleged discrimination, the employee should notify a County official or the County Attorney. If an employee prefers to discuss the circumstances with someone else, he/she is invited to contact the County Attorney. All complaints will be kept confidential to the extent reasonably possible and no retaliation will be taken or permitted to be taken against any employee for filing a good faith complaint or for assisting in the investigation of such a complaint.

21. Under the "Substance Abuse Policy", the item "narcotics" has been added to the list of illegal drugs or controlled substances covered by the substance abuse policy.
22. The page for an employee's acknowledgment of receipt of the policies has been retitled to "Acknowledgment of Receipt of Personnel Policies" from "Acknowledgment of Receipt of Employee Handbook"
23. The employee's acknowledgment of receipt of the policies has been revised to include their acknowledgment that they "understand that my employment is at-will".
24. For the "Compensatory Time Agreement", the wording is revised to reflect that compensatory time "may" rather than "will" be granted at a time and one half rate.

Let me know if you have any questions.

Thanks,

Jeff Jones

The Chairman asked for discussion on the motion. There was none.

The Chairman asked for a voice vote on the motion. The motion carried.

**MOTION RE: PLANNING COMMITTEE RECOMMENDS APPROVAL OF THE  
RESOLUTION SUPPORTING THE EXPANSION OF THE TN CENTRAL RAIL TRAIL**

Commissioner Adam Johnson moved and Commissioner A J Donadio seconded the motion to approve the Resolution supporting the expansion of the TN Central Rail Trail.

(SEE ATTACHED)

## RESOLUTION

### Supporting the Proposed Expansion of the TN Central Rail Trail

WHEREAS, the TN Central Heritage Rail Trail is a project that took many years to come to fruition with the support of the local governments and community; and

WHEREAS, with the groundbreaking event in 2015 the community realized the impact and significance of the trail for the citizens and entire region; and

WHEREAS, with the trailhead location in the historic downtown area of Cookeville, additional connectivity would provide positive impacts extending beyond health outcomes, including economic development as well as increased tourism potential; and

WHEREAS, expansion of the Rail Trail would greatly extend the use for walkability, cycling and alternative transportation while connecting the cities and destination points within Putnam County with the proposed 19-mile extension to Monterey as well as the westward expansion from Cookeville to Baxter; and

WHEREAS, the TN Central Rail Trail Authority is actively seeking support for the development of future planning that includes obtaining Federal grant funding to aid in the expansion of the recreational greenway.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Putnam County, meeting in regular session on this 16th day of August, 2021, that the Commission offers support of the proposed expansion of the TN Central Rail Trail with recognition of the efforts of the TN Central Rail Trail Authority and the need for additional grant funding necessary to complete the proposed expansion.

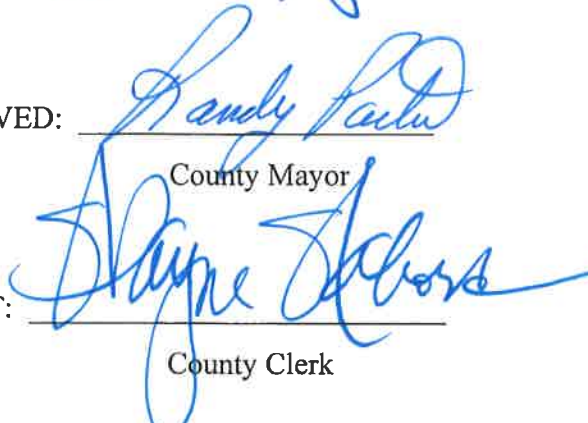
BE IT FURTHER RESOLVED, that this resolution shall be duly recorded and filed in the County Clerk's office.

Adopted this 16<sup>th</sup> day of Aug, 2021.

APPROVED:

  
County Mayor

ATTEST:

  
County Clerk



The Chairman asked for discussion on the motion. There was discussion.

The Chairman asked for a voice vote on the motion. The motion carried.

**FISCAL REVIEW COMMITTEE:**

**MOTION RE: FISCAL REVIEW COMMITTEE RECOMMENDS APPROVAL OF  
BUDGET AMENDMENTS TO THE COUNTY GENERAL FUND**

Commissioner Chris Cassetty moved and Commissioner Darren Wilson seconded the motion to approve the Budget Amendments to the County General Fund.

(SEE ATTACHED)

# BUDGET AMENDMENT COUNTY GENERAL FUND

Aug-21

<u>County General Expenditures</u>	<u>Debit</u>	<u>Credit</u>
<u>53330 Drug Court</u>		
499 Other Supplies and Materials		2,000.00
<u>COUNTY GENERAL RESERVES</u>		
46220 Drug Control Grants	2,000.00	
<i>See Letter from Julie Chambers - Drug Court</i>		
<u>54110 Sheriff</u>		
334 Maintenance Agreements		75,000.00
<u>Fund Balance</u>		
39000	75,000.00	
<i>See Letter from Sheriff Eddie Farris</i>		
<b>Total</b>	<b>\$ 77,000.00</b>	<b>\$ 77,000.00</b>





# RECOVERY COURTS

13TH JUDICIAL DISTRICT

Recovery Court • Veterans Treatment Court  
Honorable Judge Gary McKenzie  
18 North Madison Avenue, Suite 100  
Cookeville, TN 38501  
931.372.1003 (Phone) • 931.528.1206 (Fax)

August 2<sup>nd</sup>, 2021

Chelsea Qualls  
Manager of Accounts/Budgets  
300 East Spring St. RM. 8  
Cookeville, TN 38501

RE: Amendment to FY 21-22 Budget

Dear Mrs. Qualls,

The 13<sup>th</sup> Judicial District Recovery Courts is requesting an amendment to its fiscal year 2021-202 budget.

The amendment is for the following:

- 1) Add \$2,000 to Line Item #499 for receiving an additional grant from the State of Tennessee Department of Mental Health and Substance Abuse Services for Addictions Recovery Program for the Tennessee Certified Recovery Court Program (ARP for TCRCP)

Please find the FY 20-21 Amended Budget Summary attached to this letter for your convenience.

Should you have any questions about this amendment please feel free to contact me anytime.

Sincerely,

Julie Chambers  
Recovery Courts Director



Putnam County Justice Center  
421 East Spring Street • Cookeville, TN 38501  
Phone: 931.528.8484 • Fax: 931.528.7043

**DATE:** August 1, 2021

**TO:** Fiscal Review Committee - Honorable County  
Commissioners

**SUBJECT:** Budget Amendment Request

**Please allow this to serve as my request to amend and increase the following budget line item:**

- **Increase 54110-334 Maintenance Agreements \$75,000**

**Funds for the above request will be coming from 101 Fund Balance as a result of reimbursement received in late June 2021. This is a one-time reimbursement and request.**

**The request is due to a reimbursement that was returned to the County for a previous jail management software that could not be completed. Approved funds will be utilized to fund a new bid award for M&M Micro to facilitate an upgrade, annual support agreement and training to our existing management software.**

**Thanking you in advance,**

*Sheriff Eddie Farris*

**Sheriff Eddie Farris**

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Jonathan A D Williams  
Sam Sandlin  
Jim Martin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Cindy Adams  
Terry Randolph  
Chris Cassetty  
Adam Johnson

A J Donadio  
Grover Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Cathy Reel  
Mike Atwood

ABSENT:

Kevin Christopher  
Jerry Roberson  
Kathy Dunn

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**HEAR FORM THE PUTNAM COUNTY SCHOOLS DIRECTOR, CORBY KING,  
REGARDING THE STUDENT SERVICES BUILDING AT COOKEVILLE HIGH  
SCHOOL**

**MOTION RE: TO QUITCLAIM THE OLD AIRPORT TERMINAL PROPERTY TO  
THE BOARD OF EDUCATION SUBJECT TO THE FOLLOWING:**

- 1. A PROPER LEGAL DESCRIPTION AND SURVEY OF THE PROPERTY TO  
BE TRANSFERED**
- 2. COMPLETION OF A TITLE SEARCH AND ANY NECESSARY DUE  
DILIGENCE**
- 3. A RELEASE OF ANY RESTRICTIONS AS TO THE PROPERTY**
- 4. AS PART OF THE MOTION, I MOVE THAT RANDY PORTER, AS  
COUNTY MAYOR, HAVE THE AUTHORITY TO SIGN ANY AND ALL  
DOCUMENTATION TO EFFECTUATE THE TRANSFER**

Commissioner Ben Rodgers moved and Commissioner A J Donadio seconded the motion to transfer the old Airport Terminal property to the Board of Education with the stated stipulations.

The Chairman asked for discussion on the motion. There was discussion.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

**FOR:**

Jonathan A D Williams  
Sam Sandlin  
Jim Martin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Cindy Adams  
Terry Randolph  
Chris Cassetty  
Adam Johnson

A J Donadio  
Grover Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Cathy Reel  
Mike Atwood

**ABSENT:**

Kevin Christopher  
Jerry Roberson  
Kathy Dunn

The Clerk announced that twenty-one (21) voted for, zero (0) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**NOMINATING COMMITTEE:** None

**REPORT OF SPECIAL COMMITTEES:**

Commissioner A J Donadio spoke briefly concerning the Re-districting Committee.

**RESOLUTIONS:** None

**ELECTION OF NOTARIES:**

**MOTION RE: APPROVE THE ELECTION OF NOTARIES**

Commissioner Kim Bradford moved and Commissioner Jimmy Neal seconded the motion to approve the Election of Notaries.

(SEE ATTACHED)

PUTNAM COUNTY CLERK  
WAYNE NABORS COUNTY CLERK  
P.O. BOX 220  
COOKEVILLE TN 38503  
Telephone 931-526-7106  
Fax 931-372-8201

Notaries to be elected August 16,2021

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AMANDA J CARROLL	DUSTIN MARTIN
HOLLY CROSS	LINDSEY MARTINEZ
PENELOPE C DEAN	SINEAD T MCAFEE
BARBARA DRAKE FENLON	ALEXANDRIA R POWELL
PAULA GILL	KALA MAYBERRY RANDOLPH
DEBBIE JO GILMAN	ANDREW REDDEN
LIZARAYNE HERRINGTON	ETHELENE RICH
JERRY A JARED	AMY E ROBBINS
SYLVIA JARED	LISA SLIGER
MATTHEW ALLEN JARED	DOUGLAS SUCHY
TANIA JEANNINE KELLY-ZAWADZKI	SARAH WALKER
ALLISON KING	

The Chairman asked for discussion on the motion. There was none.

The Chairman asked the Commissioners to vote on the motion. The Commissioners voted as follows:

FOR:

Sam Sandlin  
Jim Martin  
Jerry Ford  
Jordan Iwanyszyn  
Theresa Tayes  
Cindy Adams  
Terry Randolph  
Chris Cassetty  
Adam Johnson

A J Donadio  
Grover Bennett Jr.  
Danny Holmes  
Ben Rodgers  
Jimmy Neal  
Dale Moss  
Kim Bradford  
Joe Iwanyszyn  
Darren Wilson  
Cathy Reel  
Mike Atwood

AGAINST:

Jonathan A D Williams

ABSENT:

Kevin Christopher  
Jerry Roberson  
Kathy Dunn

The Clerk announced that twenty (20) voted for, one (1) voted against, zero (0) abstained, and three (3) absent. The motion carried.

**OTHER NEW BUSINESS:**

**ANNOUNCEMENTS AND STATEMENTS**

**MOTION RE: ADJOURN**

The meeting was adjourned by Chairman Mike Atwood.

**Putnam County Highway Department**  
**505 East Veterans Dr.**  
**Cookeville, TN. 38501**  
**(931) 526-4864**



I, Horace R. Jones, do hereby certify that the attached inventory of June 30th., 2021, of the building, equipment and supplies of the Putnam County Highway Department, is a true and correct inventory, to the best of my knowledge, information and belief this 9th day of Aug, 2021.

Horace R. Jones

Horace R. Jones

Road Supervisor, Putnam County, TN

(State of Tennessee)

(County of Putnam)

Subscribed and sworn before me, Wayne Nabors, Clerk of Putnam County, TN, this 9th day of August, 2021.

Wayne Nabors

Wayne Nabors

County Clerk of Putnam County, TN

Inventory reviewed by: Randy Porter



Randy Porter

County ~~Executive~~ of Putnam County, TN  
Mayor



**PUTNAM COUNTY HIGHWAY DEPARTMENT  
INVENTORY FOR JUNE 30, 2021**

		PAGE 1 OF 5
UNITS	OFFICES	
1	PHONE SYSTEM/TWIN LAKES/4PHONES	
1	APC 500 BATTERY BACK-UP SN:BB341002650	
1	BEM-630 TYPEWRITER/SN:F68155591	
1	VHS-C CAMC, SN:020510945/RCA-AUTO SHOT	
1	COUCH/EAGLE FURNITURE	
1	MODEL SPL-XC240P SHREDDER/SN:FT1091776000018	
1	VIEWSONIC 24" MONITOR MODEL VS15562/SN:TVT2017C1611 6/9/20 INV#3945 \$165.77	
1	LGC SSD WORKSTATION/SN:20170801	
2	B91-008 AIR/HEAT UNIT/SN:1303082523	
1	VIEWSONIC 24" MONITOR MODEL VS17287/SN:VBW194600174 5/27/20 INV#9994977 \$218.75	
1	LG CUBE-V4 WORKSTATION/SN:G8BE94800DM4 5/27/20 INV#9994977 \$913.75 CHK#7081	
1	APC SERIES CS500 BACK-UP/SN:481227P10955	
1	DIGITAL CAMERA	
1	KYOCERA M3550IDN PRINTER/SNLSM6928062/KYC	
1	HPOFFICE JET PRO8/SN:CNX50050V	
1	VARIOUS OFFICE SUPPLIES AND OFFICE FURNITURE VALUED AT \$400.00	
1	CANON IMAGECLASS MF634CDW 1475/4777329	
1	MISC. OFFICE SUPPLIES VALUED AT BELOW \$2,000	
	<b>INVENTORY TAKEN BY ANGEL LOUDEN</b>	
UNITS	GARAGE	
1	FR-4210 TOTHILL DC PUMP/ON VEH.#54	
1	1" HD AIR WRENCH, ING295/A6	
1	DACCO/SMC AIR COMPRESSOR 5 HP 230V 3 PHASE MOTOR 80 GAL TANK	
1	230V 3 PHASE MAGNETIC STARTER AIR COMPRESSOR SN12720072 S51-80U	
1	QUENCY AIR COMPRESSOR WISCONSIN MOTOR #5306543 (ON TIRE TRUCK)	
1	LATHE MODEL C54-SN092987	
1	B&D GRINDER MODEL 4052 91-229 SN32208	
1	JET JAW VICE 373918	
1	10 TON FLOOR JACK J660	
1	MARQUSETTE BATTERY CHARGER MODEL #39110	
1	HEIN-WARNER TRANSMISSION JACK SN:0311076	
1	3/8" ELECTRIC DRILLSN:689C596431005/MILWAUKEE BRAND	
1	OVERHEAD HOIST-WRIGHT/19007-0723	
1	B & D BENCH GRINDER 429558	
1	10/20 WHEEL PULLER MODEL #91-766A	
1	WAGNER BRAKE BLEEDER FL44	
1	SKI DRILL PRESS 309954	
1	1.5 TON CHAIN HOIST DHOFFING MODEL #DIMA3D SN#MA32553	
1	HD-10 INDUSTRIAL BAND SAW #11634	
1	30 TON SHOP PRESS #4417	
1	4000 LB. GREEN FLOOR HOIST #3965	
1	LINCOLN WELDER IDEAL ARC 250 SN#AC693282 WITH #2 CABLES	
1	817-3011 PARTS WASHER	
1	1" AIR WRENCH HD EXT A ID#ING281-6 (SERVICE TRUCK)	
1	PROTO 5 DRAWER TOOL BOX #PROJ9956ASHD/10 DRAWER #PRO99464A	
1	HEIN WARNER BOTTLE JACK 20 TON/H1085	
1	HYDRO TEC PRO LINE PRESSURE WASHER/MODEL HN20004E2C/SN200201995	
1	BATTERY CHARGER 480 SOLAR/SN:F493287	
1	PAVEMENT BARKER #P860-SOSTD SN#SKE10083	
1	EARTH AUGER SN#701229 (DRILL BIT IN #69/#78 AIR COMPRESSOR/DRILL)	
1	CREEPERS,#815-6223	

**PUTNAM COUNTY HIGHWAY DEPARTMENT  
INVENTORY FOR JUNE 30, 2021**

	<b>GARAGE CONT.....</b>	<b>PAGE 2 OF 5</b>
1	MURRY LAWNMOWER 95080-053901	
1	MODEL 155 JACK HAMMER SR. NO. 265255	
1	3/4" AIR WRENCH CP772 SN:719L248	
1	1"HD AIR WRENCH/IR198M	
1	MODEL 155 JACK HAMMER SR. NO. 265255	
1	ETW 10702/RECHARGEABLE IMPACT WRENCH SN:ATD10702 (SIGN TRUCK)	
3	10 GAL. SHOP VAC/92L625C/5273013	
1	100 GAL. FUEL TANK,TR.#54/NO SERIAL #	
1	5x8 UTILITY TRAILER MODEL 2000/SN:541023826	
1	ESTATE REFRIGERATOR/SN:VSU0667810	
1	791-5220 10 TON JACK STANDS/NO SERIAL NUMBERS	
1	50 GAL TRANSFER TANKS ON TRUCKS #30 & # 6/SN074180/075394	
1	TOOL BOX/ON TRUCK 1/NO SERIAL NUMBERS	
1	TOOL BOX ON TRUCK 2/NO SERIAL NUMBERS	
1	SET ENTRY BOARDS ON TRUCK 1/NO SERIAL NUMBERS	
1	10' ALUMINUM EXTENSION LADDERS	
1	FLOOR FAN/MODELBCB-42-BDF/60H2/120V/SN3240764	
2	55 GAL. SPRAYER (HAS NO SERIAL #)	
2	LINCOLN ELECTRIC 12 V GREASE GUN.MODEL 1200	
1	1/2" IMPACT WRENCH DW059L2/SN976959 (SIGN TR #10)	
1	ETW HAND JACK/#54/NO SR NUMBER	
1	BATTERY CHARGER PSW-255/SNMS0802	
2	OTC1979 SOCKET SET	
1	50 GAL TANK STL/#38/SN082120	
1	50 GAL TANK STL/#088772	
1	ATD-7331XL 3 TON FLOOR JACK	
1	HP90 HAND PUMP #38 & GARAGE	
1	SIZE 75 AIR TANKS/NO SN#'S	
1	DCF1118VGRINDER/SN99475/SIGN TRUCK	
1	19.2V BATTERY FOR ABOVE GRINDER/AUTOMOTIVE PARTS	
1	12' STEP LADDER/GARAGE	
1	ATD7420 20 TON AIR JACKS/NO SN'S	
2	3 TON JACK/MODEL DEVALT 29705/5	
5	HAND CART/55449	
2	4' STEP LADDER	
1	3/4 AIR WRENCH MODEL SPT CPYY2H/SN:09080A #54/SN:08266A SHOP	
1	HP90 HAND PUMP/TRACTOR SUPPLY	
1	ACE GRINDER/SX211A/#54	
2	TRANSFER TANKER MODEL 5077/NO SN	
1	BC202 BUSTER CABLE	
1	NITESTAR DSM MODEL 103460 (SIGN TRUCK)	
1	GRINDER S004613/STATE SURPLUS	
2	HAND PUMP/TRACTOR SUPPLY	
1	50 GAL STORAGE TANK	
1	TSC TOOL BOX/VEH#4	
1	TOOL BOX/VEH#4/TRACTOR SUPPLY	
1	DEWALT 18V BRINDER/BATTERY/WHEEL	
1	SCOTSMAN ICE MACHINE/MODEL C0530MA-1C/SN:11051320015372	
1	HAND PUMP/TRACTOR SUPPLY/INV.253841	
1	2000 GAL. FUEL STORAGE TANKS/PUMPS & KEY INVENTORY/PROTECH	
1	MODEL G2-SH13-08J1 COMPRESEVER/REVERSER/SN:20161711	
1	NN 35593 BW 3500 BLOWER/SN 35593	
1	AIR CONDITIONER RECOVERY MACHINE/MLE 4608040300	
1	8HP HONDA WATER PUMP T3400	

**PUTNAM COUNTY HIGHWAY DEPARTMENT  
INVENTORY FOR JUNE 30, 2021**

	<b>GARAGE CONTINUED.....</b>	<b>PAGE 3 OF 5</b>
1	MIL1260 BATTERY TESTER/	
1	MILLERMATIC 252 208/230V 60HZ 1PH WELDER/SN:MD340113	
1	1/2" HEAVY DUTY IMPACT/CPT734H	
1	25 GAL. GAS CADDY/DOWFC-25GC	
2	1/2 DRIVE SAEIMP SOCKETSET/COMMERICAL PARTS	
1	4"DIE GRINDER/6755/NAPA	
1	WRENCH SET/RW608/NAPA	
1	SOCKET SET/610308/NAPPA	
1	PORTABLE BAND SAW/SKU6226	
1	TXN 3-700/TOP CREEPER	
1	95-10-MR2 DRUM TRUCK	
1	18-VOLT DEWALT 4 TOOL/LOWES	
1	WRENCH SET/RWR614	
1	1/2 HAMMER DRILL	
1	TOOL TAP & DIE SET	
1	MECH TOOL SET/HIGHLAND/SKU5150115	
1	800GALS. DIESEL & 900 GALS. GASOLINE	
1	VARIOUS GARAGE SUPPLIES AND SMALL TOOLS VALUED @ \$2,000.00	
1	VARIOUS TRAFFIC SIGNS AND SIGN MATERIALS VALUE AT \$2,000.00	
1	BG 56 C-E BLOWER SN #515972600 HHB1	
1	BG 56 C-E BLOWER SN #515968667 HHB3	
1	BG 56 C-E BLOWER SN #515968651 HHB2	
	<b>INVENTORY TAKEN BY MIKE PARKER &amp; JOE TROBAUGH</b>	
<b>UNITS</b>	<b>CHAIN SAWS</b>	
1	STIHL MODEL MS261/SN288911693#4	
1	STIHL MODEL 009 B&C SN-234403165/#5	
1	STIHL MODEL MS261/SN287847924	
1	STIHL MODELMS261/SN288350145/#7	
1	STIHL POLE SAW/HT133/SN508366 #8	
1	STIHL MODEL MS261/SN288911742#9	
1	STIHL WEEDEATER/SN/245064492/#10	
1	STIHL POLE SAW/HT133/SN510578749/#11	
1	STIHL POLE SAW/HT103/SN52645628107 #12	
1	STIHL WEEDEATER, SN245233996/#13	
1	HUSQVARNA 460 RANCHE/SN084901364#14	
1	STIHL MODEL ST3026/SN45381736/#15	
1	STIHL MS250/SN5008818539	
1	STIHL MODEL ST3026/SN45381741/#17	
1	HUSQVARNA 460 RANCHE/SN08490864/#18	
1	STIHL MS460/SN:161789180/#20	
1	HUSQVARNA 346XP #22	
1	STIHL MS261/288911747/#26	
1	STIHLMS261C/SN511957646	
1	BR600 LEAF BLOWER/SN507900964	
1	TS420 DELIMATION SAW/181359759	
1	MS260/18" SAW/SN2676485/#24	
1	FS80R/271934677/WEED EATER	
1	STIHL MODELS261/11288911293/#27A	
1	STIHL MS 261/1141B #27B	
1	STIHL MS 201TC/187889756 #28	
1	STIHL MS 250/50881853 #29	
	<b>INVENTORY TAKEN BY MIKE PARKER AND JOE TROBAUGH</b>	

**PUTNAM COUNTY HIGHWAY DEPARTMENT  
INVENTORY FOR JUNE 30, 2021**

		PAGE 4 OF 5
<b>UNITS</b>	<b>ROAD TILE</b>	
1	12" X 10'	CUT OFF PIECE
1	15" X 10'	CUT OFF PIECE
2	15" X 4'	CUT OFF PIECE
1	18" X 4'	CUT OFF PIECE
1	24" X 10'	CUT OFF PIECE
1	30" X 7'	CUT OFF PIECE
1	30" X 15'	CUT OFF PIECE
2	30" X 20'	CUT OFF PIECE
1	30" X 26'	CUT OFF PIECE
1	48" X 20'	CUT OFF PIECE
1	60" X 8'	CUT OFF PIECE
1	60" X 6'	CUT OFF PIECE
1	60" X 10'	CUT OFF PIECE
2	12" X 20'	
8	15" X 30'	
1	15" X 36'	
1	18" X 20'	BLACK
11	18" X 30'	
1	18" X 20'	
8	24" X 30'	
3	24" X 24'	
6	30" X 30'	
2	48" X 20'	
5	48" X 30'	
8	15" BAND	
2	18" BAND	
3	24" BAND	
3	30" BAND	
1	48" BAND	
1	60" BAND	
3	72" BAND	
<b>INVENTORY TAKEN BY MIKE THOMPSON</b>		
<b>UNIT #</b>	<b>HAND HELD RADIOS</b>	
1	752TVA5724	
2	752TVA5733	
3	752TVA5714	
4	752TVA5768	
5	752TVA5690	
6	752TVA5665	
7	752TVA5659	
8	752TVA5561	
9	752TVA5619	
10	752TVA5667	
11	752TRBW999	
12	752TRHF369	
13	752TRHF368	
14	752TRG7617	
15	752TRHF353	
16	752TRG7551	
17	5462QU3762	
18	5462QX3076	
19	5462QX3360	

**PUTNAM COUNTY HIGHWAY DEPARTMENT  
INVENTORY FOR JUNE 30, 2021**

	<b>HAND HELD RADIOS CONT.....</b>	<b>PAGE 5 OF 5</b>
20	5462QX3101	
21	752TRHF355	
22	752TRHF096	
23	752TRHF210	
24	752TRHF361	
25	752TRHF230	
26	752TRHF416	
27	7511TN0587	
28	7511TN0589	
29	7511TN0596	
30	7511TN0602	
	<b>INVENTORY TAKEN BY ANGEL LOUDEN</b>	
<b>UNIT#</b>	<b>RADIOS: MOBILE UNITS IN VEHICLES</b>	
2	751LRN2123	
3	751IRQ0376	
4	751TN0596	
7	751IRQ0427	
8	751IRN2121	
9	751IRN2030	
11	751IRQ0378	
12	751IRQ0374	
16	751IRN2126	
20	751IRN2120	
21	751IRQ0422	
23	751IRN2036	
24	751IRQ0377	
27	751IRN2127	
28	751LRQ0370	
32	751IRQ0375	
33	751IRN2124	
34	751ITRQ373	
36	751IRQ0428	
48	751IRQ0421	
54	751IRN2128	
55	751IRN2125	
72	751IRQ0420	
73	751IRQ0379	
97	751IRN2129	
104	751IRQ0429	
105	751IRQ0372	
106	751IRQ0371	
107	751IRQ0425	
108	751IRQ0046	
BASE	751IRN2122	
	7511WA0771	
	7511WA0768	
	7511WA0780	
	7511WA0778	
	7511WA0773	
	7511WA0777	
	<b>INVENTORY TAKEN BY MIKE PARKER</b>	

# PUTNAM COUNTY HIGHWAY DEPARTMENT EQUIPMENT INVENTORY JUNE 30, 2021

NO.	DESCRIPTION	MOTOR/SERIAL NO.	YEAR/MODEL	DATE	PRICE	PURCHASED FROM	LICENSE
1	CHEV. 4X4 PICK UP TRUCK/WHITE	1GCEK14087Z520582	2007	2/16/2007	27,611	EDD ROGERS CHEV.	GY2042
2	CHEV. 4X4 PICK UP TRUCK/BURGUNDY	1GCEK14047Z512379	2007	2/16/2007	27,611	EDD ROGERS CHEV.	GY2043
3	FORD F250 CREW CAB 4X4/WHITE	1FTNW21L31EC60096	2001	5/8/2013	3,250	STATE SURPLUS	0575GB
4	INTL.S30-CC/WHITE/DUMP/SPREDER GATE/SNOW PLOW	1HTWAAAR8EH359540	2014	1/28/2016	20,000	STATE SURPLUS	1782GC
5	CHEV. CC15703 PICK-UP/WHITE	3GCEC14X76G179278	2006	4/16/2008	9,899	ED ROGERS CHEV	GY9853
6	CHEVROLET SILVERADO 2500HD 4X4 CREW CAB	1GC4YLE7XMF108470	2021	3/21/2021	30,897	WILSON COUNTY	
7	MACK DUMP TRUCK/WHITE/ROGERS BED	1M2AX34C6GM010312	2016	6/23/2015	99,828	MACK OF NASHVILLE	1702GC
8	GMC DUMP TRUCK/WHITE	1GDM7H1JOMJ520293	1991	6/11/1991	30,875	NACARATO	GN0703
9	CHEV. DUMP TRUCK/OX BED	1GBP7C1C44F504174	C7CO42/04	9/29/2003	46,840	REEDER CHEV.	GV7263
10	FREIGHTLINER M2106/KNUCKLEBOOMER LOADER WHT	1FVACXFE4JHJM5637	2018	6/19/2018	134,970	STRINGFELLOW	6578GE
11	FORD DT/ROGERS BED/SP GATE/VALT PLOW-SN17150	1FDYF80C3WVA24245	1998/F-800	5/2/1997	49,916	MID TN. FORD	GS5232
12	MACK TANDUM/ROGERS DUMP BODY	1M2P264C13MO34358	2003/RD690S	10/18/2002	76,750	MACK NASHVILLE	GV4261
14	FORD F80 BUCKET TRUCK	1FDPF80COTVA21357	1996	11/15/2010	13,700	G & A EQUIP.	GZ-7981
15	SRECO-SEWER/TILE CLEANER/SN WMTR-972340	4H5W31724VL972340	WMTR-972340	12/2/1997	25,303	SRECO EQUIP. CO.	
16	FORD DT/WH/ROGERS BED/SPR GATE/ PLOW-SN21966	1FDYF80C0WVA24526	1998/F-800	10/16/1997	49,916	MID TN FORD	GS5233
18	CATERPILLAR 216 SKID STEER/BOBCAT	4NZ-01280	2000	6/22/2000	21,748	THOMPSON	
19	INGERSOLL RAND ROLLER DD22/145473	6156145473	DD22	4/25/1996	24,900	INGERSOLL RAND	
20	FORD DT/ROGERS BED/SP GATE/VALT PLOW SN17150	1FDXF80C7SVA38946	1995/F-80	1/26/1995	44,798	MID TN FORD	GP8183
21	FORD DT/ROGERS BED/SP GATE/VALT PLOW SN17151	1FDXF80C9SVA38947	1995/F-80	1/26/1995	44,768	MID TN FORD	GP8184
22	MACK DUMP TUCK/WHITE/ROGERS BED	1M2P179C8JWOO2073	1988	3/31/1988	57,659	NEELY COBLE CO	GL7518
23	MACK DUMP TRUCK/WHITE/ROGERS BED	1M2P264C62M033916	2002	5/3/2001	75,028	MACK NASHVILLE	GU5205
24	FORD F77 CC/ROGERS DUMP BED/WHITE	3FRYF75U79V114347	2009	10/1/2008	87,707	MID TN FORD	GY9875
25	GMC C7D/OIL DISTRIBUTOR	1GDM7D1G5GV542414	1986	4/22/2015	7,000	R & R PAVING CO.	1668-GC

# PUTNAM COUNTY HIGHWAY DEPARTMENT EQUIPMENT INVENTORY JUNE 30, 2021

NO.	DESCRIPTION	MOTOR/SERIAL NO.	YEAR/MODEL	DATE	PRICE	PURCHASED FROM	LICENSE
27	GMC PICK-UP TR. MILLER WELDER/SN:LE077996/301P	1GDGC34K5PE554758	1993	8/11/1998	7,900	TN GEN SRS	GT5218
28	MACK DRUMP TRUCK/ROGERS BODY	1M2AG11C36M043355	2006	9/29/2005	89,659	WORLD WIDE	GX8230
29	JOHN DEERE310SJ BACK HOE LOADER	1T0310SJ0BD207108	DEERE 310SJ	9/15/2011	81,100	NORTRAX	
30	DODGE PICK-UP TRUCK/WHITE	1YO310SJ0BD207108	2001	2/7/2005	3,800	STATE SURPLUS	GW1522
31	TRAILER 10K/20X5 PINTLE AIR BRAKES	1A9FB25223L429414	2003	4/4/2003	10,100	B. J. TRILERS	GV7226
32	FORD 4FD CB WITH FONTAINE DUMP BODY	1FDXF46S3YED71662	2000	6/5/2000	28,759	HERITAGE FORD	GU0748
33	CHEVROLET 2WD PU TRUCK/RIGSBY FLAT BED	1GBE4C1EX5F534640	2005	8/5/2005	28,246	BILL HEARD CHEV.	GX5066
34	CHEVROLET C4C CB/ROGERS DUMP BED	1GBE4C1E15F532260	2005	8/8/2005	32,094	BILL HEARD CHEV.	GX5067
35	12 CAT GRADER	61M16059	1995	5/24/1995	82,480	THOMPSON	
36	1997 GMC PICK-UP/SKI	1GTEK14R2VZ542718	1997	9/19/2005	4,500	STATE SURPLUS	GX8226
37	1985GMC XX ROAD TRACTOR	1GDT9C4J3FV618380	1985	9/19/2005	8,000	STATE SURPLUS	GX8225
38	2020 ECONOLINE DP1525TA TRAILER	42ETPKP26L1000313	2020	6/17/2021	24,000	STATE SURPLUS	
39	T1192 BETTER BUILT TRAILER/93/BIG TRAILER	1A9FB256WL429374	1998	1/4/1999	5,000	B.J.S' TRAILERS	GV4325
40-A	CAT BACKHOE	BFP05812	416D/4WD	5/24/2002	49,401	THOMPSON	
40-B	INDECO HYDRAULIC HAMMER		MES650	2/13/2012	9,700	NORTRAX, INC.	
41	PHELAN WT-25/25TON LOWBOY TRAILER	VIN#6356	T-25/75	6/29/2011	9,000	WOOD'S EQUIP.	6658GA
42	NEW HOLLAND TRACTOR/TIGER MOWER S M	312802M/T5329	5610S/TM60C	6/13/2001	33,500	CHEROKEE EQUIP	
43	2005 JOHN DEERE 6420 TRACTOR W/TIGER	L06420P454404	EQA414	10/5/2017	25,000	STATE SURPLUS	
44	JOHN DEERE TRACTOR/TIGER BOOM MOWER	L06420P363647/TB5229	2003/6420	2/27/2003	56,744	PUTNAM FARM	
45-A	JOHN DEERE TRACTOR	1L06110MKGH848549	6110M	5/4/2016	64,689	DEERE & COMPANY	
45-B	DIAMOND SIDE MOUNT MOWER	159611/15962	DSR060-C0	2/3/2016	17,380	DIAMOND MOWERS	
46	CAT POWER SHIFT LOADER 966	76J14144/3N83210	966-C	5/10/1979	85,110	THOMPSON	



**PUTNAM COUNTY HIGHWAY DEPARTMENT  
EQUIPMENT INVENTORY JUNE 30, 2021**

<b>NO.</b>	<b>DESCRIPTION</b>	<b>MOTOR/SERIAL NO.</b>	<b>YEAR/MODEL</b>	<b>DATE</b>	<b>PRICE</b>	<b>PURCHASED FROM</b>	<b>LICENSE</b>
47-A	JOHN DEERE TRACTOR	1L06110MJGH848407	6110M	5/4/2016	64,689	DEERE & COMPANY	
47-B	DIAMOND SIDE MOUNT MOWER	15963/15964	DSR060-CO	2/2/2016	17,380	DIAMOND MOWERS	
49	MACK DUMP TRUCK/ROGERS BED/WHITE	2M2P264C0PCO12115	1993	9/18/1992	62,816	NEELEY COBLE	GN7555
50	GMC 1 TON CHASSIS FLAT BED	1GDKC34FXX022820	1999	11/30/1998	25,755	WOODFORD	GT5236
51	DIAMOND MOWER (BOOM)	DBR-50/TS100	2005	2/7/2005	15,695	DIAMOND MOWERS	
52	ROSCO BROOM SWEPER RB48	36616	2000	6/5/2000	17,750	FURROW JUSTIC	
53	ECONOLINE 21' B7TILT PINTLE HITCH TRAILER	42ETPFG2371001044	2007	11/8/2007	5,800	TRAILER STORE	
54-A	FORD ONE TON F3D/WHITE (TIRE TRUCK)	1FDWVF36F6YEB47861	2000	11/11/1999	22,065	HERITAGE FORD	GT1988
54-B	3030 HAUL BODY	SN:3030991013	2000	11/11/1999	27,193	NICHOLS FLEET	
55	GMC 4X4 NK1 PICK-UP TRUCK/WHITE	1GTEK14TX4Z200105	2004	11/18/2003	21,173	WOODFORD MTRS.	GV7272
56	ON TRUCK #56/VEE PRO SALT SPREADER	SP-8000/F1812011	2007	12/6/2008	3,595	D. & M. DIST.	
57	BETTERBUILT 22.5K 20X5 PINTLE TRAILER	4MNDP2525J1001432	2018	8/27/2018	14,995	BJ'S TRAILERS	
58	CHEV. PICK UP TRUCK/WHITE	1GCEC14Z4RZ254587	1994	4/27/2001	9,100	TN. GN. SERVICES	GU5204
59	CHEV. PICK UP TRUCK 4X4/LIGHT BLUE	1GCEK14H4RZ268337	1994	4/30/2001	10,500	TN. GN. SERVICES	GU5203
60-A	JOHN DEERE 6430 TRACTOR	527430	2007	5/17/2007	45,810	JOHN DEERE	GU5203
60-B	DIAMOND MOWER BOOM MOUNT	3715/DBR50CA	2007	5/17/2007	18,565	DIAMOND	
61-A	JOHN DEERE 6110M CAB TRACTOR	1L06110MAHH876231	2017	5/18/2017	65,983	DEERE & COMPANY	
61-B	DIAMOND 60" SIDE ROTAARY WITH COMBO LIFT	19600/19601	2017	5/18/2017	22,234	DIAMOND MOWERS	
62A	JOHN DEERE 6110M CAB TRACTOR	1L06110MKHH876255	2017	5/18/2017	65,983	DEERE & COMPANY	
62B	DIAMOND 60" SIDE ROTAARY WITH COMBO LIFT	19602/19603	2017	5/18/2017	22,234	DIAMOND MOWERS	
63	2005 CAT D5G DOZER	WGB01988	DGD	6/16/2011	38,100	ARTEC EQUIP INC.	



# **PUTNAM COUNTY HIGHWAY DEPARTMENT EQUIPMENT INVENTORY JUNE 30, 2021**

64	CHEV. 2500 HD PICKUP/WHITE/SALT SPREADER	1GCHK24U43Z257166	2003	10/27/2008	8,000	STATE SURPLUS	GY9889
<b>NO.</b>	<b>DESCRIPTION</b>	<b>MOTOR/SERIAL NO.</b>	<b>YEAR/MODEL</b>	<b>DATE</b>	<b>PRICE</b>	<b>PURCHASED FROM</b>	<b>LICENSE</b>
65	CAT 12G GRADER 3306 CAT ENGINE	5T3912/2W0819	12G/61M10620	7/24/1984	92,792	THOMPSON	
66	CAT 312CL HYDRAULIC EXCAVATOR	CBA04105	312CL	9/4/2007	116,286	THOMPSON	
67	CAT BACKHOE	94-1896/SN08ZK03926	416B	1/12/1995	42,998	THOMPSON	
68-A	JOHN DEERE TRACTOR	L06330H605832	6330/2009	3/12/2009	45,800	TRI GREENE	
68-B	DIAMOND BOOM MOWER	MF10793	DBR-050-CN	3/12/2009	20,765	DIAMOND MOWERS	
69	CAT 420F2 4X4 BACKHOE LOADER	0HWC03390	2018	1/2/2018	95,495	THOMPSON	
70-A	JOHN DEERE TRACTOR	1L06230XCBH702229	JD6230	2/23/2012	38,314	TN TRACTOR, LLC	
70-B	DIAMOND SIDE MOUNT MOWER	11701	DSR-060-CA	2/23/2012	14,577	DIAMOND MOWERS	
71-A	JOHN DEERE TRACTOR	1L06230XKBH702969	JD6230	2/23/2012	38,314	TN TRACTOR, LLC	
71-B	DIAMOND SIDE MOUNT MOWER	11702	DSR-060-CA	2/23/2012	14,577	DIAMOND MOWERS	
72	2002 FORD F350 CREW CAB FLATBED PICK-UP	1FTSW30L62EC83965	F350	1/30/2012	9,500	STATE SURPLUS	6611GA
73	2002 FORD F350 CREW CAB FLATBED PICK-UP	1FTSW30L82EC83966	F350	1/30/2012	9,500	STATE SURPLUS	6612GA
74	NEW HOLLAND TRACTOR/TIGER SIDE MOUNT MOWER	312621M/T5328	5601S/TM60C	6/13/2001	33,500	CHEROKEE EUIP.	
75-A	JOHN DEERE 6230 CAB TRACTOR	LL06230HPCH745894	83110	10/8/2012	40,669	TN TRACTOR, LLC	
75-B	DIAMOND SIDE MOUNT MOWER	DSR-060-CA	2012	10/8/2012	13,576	DIAMOND MOWERS	
76-A	JOHN DEERE 6230 CAB TRACTOR	1L06230HVCH745576	83111	10/8/2012	40,669	TN TRACTOR, LLC	
76-B	DIAMOND MOWER SIDE MOUNT	DSR-060-CA	2012	10/8/2013	13,576	DIAMOND MOWERS	
77-A	JOHN DEERE 6230 CAB TRACTOR	1L06230HJCH745333	83112	10/8/2012	39,763	TN TRACTOR, LLC	
77-B	DIAMOND MOWER SIDE MOUNT	DBR-050-C-A	2012	10/8/2012	22,439	DIAMOND MOWERS	
78	INGERSOLL RAND AIR COMPRESSOR/AUGER BIT	SN168402/U88329	P185WJD	6/28/1988	8,978	WILSON-WEESNER	
79	BETTERBUILT 22.5K 20X5 PINTLE TRAILER	4MNDP2528J1001876	2018	8/27/2018	14,995	BJ'S TRAILERS	

# **PUTNAM COUNTY HIGHWAY DEPARTMENT EQUIPMENT INVENTORY JUNE 30, 2021**

80	CAT RUBBER TIRE LOADER/3/4 YD. BUCKET	SN05NN00354	924F	2/16/1996	70,759	THOMPSON	
81	INTERNATIONAL SALT TRUCK HV507 SFA 4X2	1HTEDTANXKH576188	2019	5/1/2019	117,000	LEE-SMITH	7892GE
<b>NO.</b>	<b>DESCRIPTION</b>	<b>MOTOR/SERIAL NO.</b>	<b>YEAR/MODEL</b>	<b>DATE</b>	<b>PRICE</b>	<b>PURCHASED FROM</b>	<b>LICENSE</b>
87	HYUNDAI FORK LIFT	H82013237	HDF2011/2004	4/21/2004	18,715	BAILY COMPANY	
88	2008 STERLING L8500 SALT SPREADER	2FZAAWBS98AZ76249	2008	6/23/2021	7,500	STATE SURPLUS	
89	2008 STERLING L8500 SALT SPREADER	2FZAAWBS48AZ76238	2008	6/23/2021	7,500	STATE SURPLUS	
90	INTERNATIONAL HV507 SALT TRUCK	3HAEDTAN1LL177908	2020	1/7/2020	120,391	LANDMARK TRUCKS	7990GE
91	HENDERSON CHIEF SALT SPREADER	SN 1472	TGSII	6/25/1992	2,450	CMI EQUIP. SALES	
92	HENDERSON CHIEF SALT SPREADER	SN 1551	TGSII	6/25/1992	2,450	CMI EQUIP. SALES	
96	INGERSOLL RAND ROLLER DD22/145473	DD65/SR-149979	1997	6/30/1997	63,955	INGERSOLL RAND	
97	GMC 2.5 TON/PATCHING BODY	1GDM7C1C96F429954	2006 TC7	3/11/2008	105,355	H. D. INDUSTRIES	GY9834
98	WACKER FLOOR SAW	1420761	BFS1350ALS	9/29/2003	4,608	THOMPSON	
99	ATHEY DIRT LOADER/FORCE FEED/28' CONVEYOR	SN740-202		10/22/1998	95,995	CMI EQUIP. SALES	
100	VERMEER BRUSH CHIPPER	1VRU16146310000	764/BC1400	6/24/2003	21,494	VERMEER OF TN.	
101	USED MONO TRAILER	15632/105108-0	1970	5/8/2000	1,200	EAGLE FURNITRE	
102	USED FREUHAUL TRAILER	AVH744109/33296T-0	1970	5/8/2000	2,000	EAGLE FURNITRE	
103	VERMEER BRUSH CHIPPER	1VR2161V081001545	2009	1/21/2009	36,650	VERMEER OF TN.	
104	FORD F250 CREW CAB	1FTNW20L3XEC56415	1999	6/18/2012	1,600	STATE SURPLUS	0479GB
105	FORD G25 CREW CAB	1FTNW20L9YEC46506	2000	6/18/2012	3,100	STATE SURPLUS	0478GB
106	FORD F25 CREW CAB	1FTNW20L81EC60080	2000	6/18/2012	3,100	STATE SURPLUS	0480GB
107	FORD F250/4X4 UTILITY SUPER CAB	1FTNX21P14EA25524	2004	7/12/2012	9,200	STATE SURPLUS	0485GB
109	CHEVROLET SILVERADO 2500HD	1GC1KREGXKF188714	2019	12/10/2018	31,459	WILSON COUNTY	6644GE
108	FORD F250 CREW CAB 4X4	1FTSW21517EA02205	2007	10/24/2012	8,000	STATE SURPLUS	0519GB
110	FRUEHAUF TAILER	1T9TP2529V1118431	1997	10/17/2016	1,000.00	GENERAL SERVICES	

[illegible]

## FISCAL REVIEW COMMITTEE

TO: Putnam County Board of Commissioners

FROM: Randy Porter, County Mayor

DATE: August 9, 2021

RE: Fiscal Review Committee Agenda

Listed below are items to be considered by the County's Fiscal Review Committee on Monday, August 16, 2021, at 5:30 PM MEETING TO BE HELD AT THE COURTHOUSE.

1. Consider budget amendments to the County General Fund.
2. Hear from the Putnam County Schools Director, Corby King, regarding the Student Services building at Cookeville High School.
3. Any other business that needs to be reviewed by the Fiscal Review Committee.

*Adam Dorado*  
*Ad*

*Page to full*  
*Comm w/ no recommendations*

*Atwood*  
*Neal*  
*J*

# Roll Call and Voting Record

PUTNAM COUNTY COMMISSION, PUTNAM COUNTY, TENN.

Wayne Nabors, County Clerk

\*\*\*FISCAL REVIEW\*\*\*

*Attendance  
Roll Call*

*8-16-21*

ITEM:		Aye	Nay	Abstain						Absent	Present
DIST.	COMMISSIONER										
1 <sup>ST</sup>	JONATHAN A.D. WILLIAMS - 239-2698 561 Rockwell Dr. Cookeville, 38506										✓
2 <sup>ND</sup>	JIM MARTIN - 319-9376 1430 Jamestown Court, Cookeville, 38501										✓
3 <sup>RD</sup>	JERRY FORD - 284-8296 2228 Massa Avenue, Cookeville, 38501										✓
4 <sup>TH</sup>	JERRY ROBERSON - 349-6431 8799 Monterey Hwy, Monterey 38574									✓	
5 <sup>TH</sup>	CINDY ADAMS - 303-8525 909 Riverbend Dr., Cookeville, 38506										✓
6 <sup>TH</sup>	CHRIS CASSETTY -- 260-6851 317 Ridgedale Dr., Cookeville, TN 38501										✓
7 <sup>TH</sup>	ANDREW (AJ) DONADIO - 854-6231 910 Franklin Ct., Cookeville, 38506										✓
8 <sup>TH</sup>	BEN RODGERS - 510-6902 1655 Turkey Hollow Rd, Baxter, 38544										✓
9 <sup>TH</sup>	JIMMY NEAL - 260-0143 204 W MINSTER DR, Baxter, 38544										✓
10 <sup>TH</sup>	JOE IWANYSZYN - 260-9671 2061 Foster Circle, Cookeville, 38501										✓
11 <sup>TH</sup>	DARREN WILSON - 260-5599 820 Cindy Dr., Cookeville, 38506										✓
12 <sup>TH</sup>	MIKE ATWOOD - 783-0123 1002 Plantation Drive N., Cookeville, 38506										✓
	DO ANY OF YOU WISH TO CHANGE YOUR VOTE?									1	11
	TOTAL										

*Wayne Nabors  
County Clerk  
8-16-21*

*11 PRESENT 1 ABSENT*

## **PLANNING COMMITTEE MEETING**

**TO: Putnam County Board of Commissioners**

**FROM: Randy Porter, County Mayor**

**DATE: August 9, 2021**

**RE: Planning Committee Agenda**

**Listed below are items to be considered by the County's Planning Committee on Monday, August 16, 2021, IMMEDIATELY AFTER FISCAL REVIEW COMMITTEE MEETING TO BE HELD AT THE COURTHOUSE.**

1 Consider updates to the County Personnel Policy.

2 Consider Resolution supporting the expansion of the TN Central Rail Trail.

3 Any other business that needs to be reviewed by the Planning Committee.

*Johnson*

*Bradford*

*Jordan Iwan -*

*Bradford*

*By*

# Roll Call and Voting Record

PUTNAM COUNTY COMMISSION, PUTNAM COUNTY, TENN.

Wayne Nabors, County Clerk

\*\*\*PLANNING\*\*\*

*Attendance*

*Roll Call 8-16-21*

ITEM.		Aye	Nay	Abstain							Absent	Present
DIST.	COMMISSIONER											
1 <sup>ST</sup>	KEVIN CHRISTOPHER - 415-418-9605 545 Douglas St. Cookeville, 38501										✓	
2 <sup>ND</sup>	SAM SANDLIN - 267-5838 1080 Interstate Dr. Cookeville, 38501											✓
3 <sup>RD</sup>	JORDAN IWANYSZYN - 644-2827 436 Wedgewood St., Cookeville, 38501											✓
4 <sup>TH</sup>	THERESA TAYES - 544-8298 12579 Monterey Hwy, Monterey, 38574											✓
5 <sup>TH</sup>	TERRY RANDOLPH - 260-9999 3509 Tolbert Dr., Cookeville, 38506											✓
6 <sup>TH</sup>	ADAM JOHNSON - 854-6134 440 W. Stevens St., Cookeville, 38501											✓
7 <sup>TH</sup>	GROVER N. BENNETT JR - 510-8083 1866 S. Allen Rd., Baxter, 38544											✓
8 <sup>TH</sup>	DANNY HOLMES - 260-3273 217 Highland Ave, Baxter, 38544											✓
9 <sup>TH</sup>	DALE MOSS - 260-6646 820 Hawkins Crawford Rd, Cookeville, 38501											✓
10 <sup>TH</sup>	KIM BRADFORD - 252-4679 2184 N. Pine Hill Road, Cookeville, 38501											✓
11 <sup>TH</sup>	KATHY DUNN - 265-4575 2513 Candyland Cir., Cookeville, 38506										✓	
12 <sup>TH</sup>	CATHY REEL - 261-3175 2418 Pinehill Road, Algood, 38506											✓
	DO ANY OF YOU WISH TO CHANGE YOUR VOTE?											
	TOTAL										2	10

*Wayne Nabors  
County Clerk  
8-16-21*

*(10) PRESENT - (2) ABSENT*